Quick Reference:
Tiger Talent - Request to Recruit

**Important Information:** The Request to Recruit can be entered into Tiger Talent by either the hiring manager or the Human Resources (HR) partner.

**Staff Hire Request**

**Important Information:** The approval process for a staff Request to Recruit involves the budget officer and two levels above the hiring manager.

**STEP 1 (Staff Hire)**
Access the Tiger Talent web site. Log in to Tiger Talent using your Clemson user ID and password.

**STEP 2 (Staff)**
Click the Actions hyperlink and click Begin New Hiring Action to begin a new request to recruit.
**Important Information:** It is important to enter the correct hiring manager’s email address into the Tiger Talent Request to Recruit because the two levels of approvals required for the transaction are automatically populated based on the hiring manager’s supervisor and that supervisor’s supervisor.

**STEP 4 (Staff)**

**Select:** Refill (for existing positions) or New Position.  
**Select:** Non-Faculty to recruit for a classified or administrative unclassified position.

**STEP 3 (Staff)**

**Enter** the hiring manager’s email address.  
**Note:** When the address is entered, the name will automatically display.

**STEP 5 (Staff)**

**Select** the type of position for which you wish to recruit from the Position Type drop-down menu.

**Important Information:** There are three hiring options: 1) refill a position with no changes, 2) refill a position with changes or 3) request a new position.

- If requesting to refill an existing position without any changes from the previous incumbent’s job information, select “No Changes.”
- If requesting to refill an existing position but also requesting changes to the position from the previous incumbent’s job information, select “With Changes.”
- Intermittent positions must be requested by selecting “New Position.” A request to fill an intermittent position cannot be entered as a refill.
**Quick Reference: Tiger Talent - Request to Recruit**

**Important Information:** The previous employee’s position information will display. At this time, please review the position information for accuracy.

**STEP 5B (Staff)**
If refilling an existing position, enter the previous employee’s email address in the Previous Employee’s Email Address field.

**Important Information:** When the previous employee’s Clemson email address is entered, information on the employee’s two most recent positions will display.

**STEP 5C (Staff)**
Click the radio button to the left of the position being refilled. Click Select.

**Important Information:** The previous employee’s position information will display. At this time, please review the position information for accuracy.
**Important Information:** Waivers are approved by the Office of Human Resources (OHR) once the request to recruit has been submitted. The Office of Human Resources reviews the business reason for each waiver request to ensure the following:

- there are no other qualified internal candidates interested in applying for the position
- this is not an underrepresented job code
- the individual was not waived into her/his current position

**STEP 6 (Staff)**

If an employee is being waived into the position, click “Yes. This is a waiver.”

Indicate whether or not the employee being waived is a current employee.

Enter the name of the employee being waived into the position. If the system displays a list of names similar to the one you are typing, select the correct name. Enter the business case for waiving the position.

A warning message will pop up reminding you to ensure that the applicant has a recent application on file and that a background check request is required.
Quick Reference:
Tiger Talent - Request to Recruit

STEP 7 (Staff)
Select Yes if the position is Grant Funded.
If grant funded, complete all fields in the Grant Funding section.

STEP 8 (Staff)
Click Add Account to enter the Account String.

STEP 9 (Staff)
Enter the Account String and click Save Changes.
Click Add Account to add additional Account Strings.
Note: the percent total must equal 100 percent.
### STEP 10 (Staff)
If refilling an existing position, **review** the position information.

If recruiting for a new position, **enter** the position information.

**Note:** the supervisor's name will automatically populate when the email address is entered.

### STEP 11 (Staff)
Enter the maximum budgeted allocation (provided by the budget officer).

Select the Work County from the drop-down menu.

### STEP 12 (Staff)
Provide justification for requesting the position in the Justification for Position textbox. See Important Information below.

### STEP 13 (Staff)
Provide the internal positions or employees performing similar work for comparison.

---

**Important Information:**

**Examples for Justification for Position** include: 1) The volume of accounting work has significantly increased due to an increase in the number of related organizations and 2) John Doe is retiring effective January 2015, and this is a position that needs to be refilled.
**Quick Reference:**
*Tiger Talent - Request to Recruit*

**STEP 14 (Staff)**
If the position posting is internal only, **click** “Yes. This is an internal only posting.”
**Enter** justification in the Internal Posting Information test box.

**STEP 15 (Staff)**
**Enter** the requested dates of posting. (A minimum of five days is required.)

**STEP 16 (Staff)**
**Enter** the Interview Committee member names. Click the plus icon to add additional members.

**STEP 17 (Staff)**
**Click** “Yes. This request requires skill test(s)” if skills tests are required for the position.
Important Information:
If you select “Other Advertisement Medium,” enter the location of the job posting. The Office of Human Resources will contact the hiring manager to confirm the posting.

Each advertisement is subject to OHR approval and, by default, will include the Jeanne Clery Act and Clemson University Affirmation Action Clause.

TIP:
To view a complete listing of the advertising packages, select the Advertising package link. The advertising mediums listed are paid by the department; however, all job posting will automatically post to the free Diversity, Veteran, and Social Media advertising packages.

STEP 18 (Staff)
Select the desired advertising medium for the job posting. If the position is an internal posting, select “None” to indicate there will not be an advertisement for this position.

STEP 19 (Staff)
Enter the specific language to be used for the external advertising in the Advertisement textbox.
Important Information:
The system will validate entered information and will highlight missing or invalid entries. Enter or correct any information in highlighted fields, and click Submit to process the request to recruit.
Important Information:
From this point, you will receive emails containing information regarding the transaction’s progress through the hiring process.
Important Information:
Submitted transactions can be viewed at any time by logging in to Tiger Talent, where hiring managers have access to a summary page that shows the request to recruit, market analysis, and commitment form's progress throughout the hiring process. If a transaction needs to be changed, please contact OHR's Recruitment unit. Changes to a submitted transaction cannot be made using Tiger Talent.

STEP 22 (Staff)
To view a transaction's progress, click Summary on the Tiger Talent homepage.
Select the position you want to view by clicking the position title hyperlink.

Important Information:
Once the Request to Recruit has been submitted and approved, the HR partner will be notified to create a job opening. Click HERE to access the Quick Reference: Creating a Job Opening (Requisition).
Important Information:
After the job opening is created and a job opening number is assigned, the HR partner will receive an email detailing the position information that includes a link to Tiger Talent. Accessing this link will allow the HR partner to view the Tiger Talent transaction.

Sample Email Notification

<table>
<thead>
<tr>
<th>Position Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type of Hire:</strong> Temporary</td>
</tr>
<tr>
<td><strong>Target Openings:</strong> 5</td>
</tr>
<tr>
<td><strong>Job Duration:</strong> 12 Months</td>
</tr>
<tr>
<td><strong>Paygroup:</strong> 12H</td>
</tr>
<tr>
<td><strong>Hiring Manager:</strong> Johnson, Susan M</td>
</tr>
<tr>
<td><strong>Submitted by:</strong> SUSANNJ</td>
</tr>
<tr>
<td><strong>Submission Date:</strong> 06/03/2015 01:20:23 PM</td>
</tr>
<tr>
<td><strong>Reference Number:</strong> 15</td>
</tr>
<tr>
<td><strong>Business Title:</strong> Benefits Counselor I</td>
</tr>
<tr>
<td><strong>Justification for Position:</strong> test</td>
</tr>
<tr>
<td><strong>Job Code:</strong> AG5100</td>
</tr>
<tr>
<td><strong>Full/Part-time:</strong> Full Time</td>
</tr>
<tr>
<td><strong>Department #:</strong> 5337</td>
</tr>
<tr>
<td><strong>Department Name:</strong> Human Resources</td>
</tr>
<tr>
<td><strong>Supervisor’s Name:</strong> Johnson, Susan M</td>
</tr>
<tr>
<td><strong>Budgeted Max Salary:</strong> $55,000.00</td>
</tr>
<tr>
<td><strong>Position Description:</strong> NewPositionDescription1.doc</td>
</tr>
<tr>
<td><strong>Position Description:</strong> OldPositionDescription1.doc</td>
</tr>
</tbody>
</table>

**STEP 23 (Staff)**

**Access** the HR partner work list using the link contained in the approval email or by logging in to Tiger Talent.

Action Required:
Please review the comments above and the position information in the table. If you feel there have been changes from the proposed request that warrant reappraisal, please notify Hiring Manager and Supervisor prior to creating a requisition. If no changes are required, log in to Tiger Talent via this link (using your Clemson username and password) to approve or deny the transaction.

Approval Process Reminders:
You will receive a reminder email after 24 hours if action is not taken within that timeframe. In order to avoid delays in the process, if you have not taken action within 48 hours, a notification will be sent to your supervisor so that he/she may approve or deny the request on your behalf.

Thank you in advance for your timely response to this message.
Quick Reference: Tiger Talent - Request to Recruit

**Important Information:** The approval process for a faculty Tiger Talent Request to Recruit transaction involves the budget officer, any ad hoc approvers that have been added, the dean, the provost and the Office of Human Resources.

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**Faculty Hire Request**

**STEP 1 (Faculty Hire)**
Access the Tiger Talent web site. **Log in** to Tiger Talent using your Clemson user ID and password.

**STEP 2 (Faculty)**
Click the Actions hyperlink and click Begin New Hiring Action to begin a new request to recruit.

---

Tiger Talent, a web-based system for navigating the hiring process at Clemson University, provides real-time tracking of current and previous hiring actions. Of the three phases of the hiring process, only phase 1 (Request) is currently functional in Tiger Talent. Phases 2 (Recruit) and 3 (Hire) will be included in future releases.
Important Information: It is important to enter the correct hiring manager’s email address into the Tiger Talent Request to Recruit because the two levels of approvals required for the transaction are automatically populated based on the hiring manager’s supervisor and that supervisor’s supervisor.

Important Information: There are three hiring options: 1) refill a position with no changes, 2) refill a position with changes or 3) request a new position.
- To request to refill an existing position without making any changes from the previous incumbent’s job information, select “No Changes.”
- To request to refill an existing position with changes to the position from the previous incumbent’s job information, select “With Changes.”
- To request an intermittent position, select “New Position.” A request to fill an intermittent position cannot be entered as a refill.

STEP 3 (Faculty)
Enter the hiring manager’s email address.
Note: When the address is entered, the hiring manager’s name will automatically display.

STEP 4 (Faculty)
Select: Refill (for an existing position) or New Position.
Select: Faculty to recruit for a faculty or special faculty position.

STEP 5A (Faculty)
Select: the type of position being recruited from the Position Type drop-down menu.
Important Information: When the previous employee's Clemson email address is entered, information on the employee's two most recent positions will display.

**STEP 5B (Faculty)**
If refilling an existing position, **enter** the previous employee's email address.

**STEP 5C (Faculty)**
Click the radio button to the left of the position being refilled. **Click** Select.

Important Information: The previous employee's position information will display. It is important to review the position information for accuracy.
**Quick Reference: Tiger Talent - Request to Recruit**

**Important Information:** Waivers are approved by the Office of Human Resources once the request to recruit has been submitted. OHR reviews the business reason for each request to ensure the following:

- there are no other qualified internal candidates interested in applying for the position
- this is not an underrepresented job code
- the individual was not waived into her/his current position

**STEP 6 (Faculty)**
If the position is being waived, **click “Yes. This is a waiver.”**

**Indicate** whether or not the employee being waived is a current employee.

**Enter** the name of the employee being waived into the position.

**Enter** the business case for waiving the position.

A warning message will pop up reminding you to ensure the applicant has a recent application on file and that a background check request is required.
Quick Reference:
Tiger Talent -
Request to Recruit

STEP 7 (Faculty)
Select Yes if the position is
Grant Funded.
Complete all fields in the
Grant Funding section if the
position is grant funded.

If grant funded, these
fields are required.

STEP 8 (Faculty)
Click Add Account to enter
the Account String.

If grant funded, these
fields are required.

STEP 9 (Faculty)
Enter the Account String and click Save
Changes.
Click Add Account to add additional
Account Strings.
**Note:** the Percent Total must equal 100
percent.
STEP 10A (Faculty)
Select up to three faculty titles for market analysis.
Choose the Category, Discipline and Appointment Term from the drop-down menus.
Click the “here” hyperlink to preview the market analysis for the titles you selected.

Important Information: Examples of titles that may be included in the “Other” category are endowed chair, department chair and postdoctoral student. Nonstandard position details are reviewed by the Office of Human Resources, and a market analysis is provided to the hiring manager via email.

STEP 10B (Faculty)
If the desired title is not listed, select Other and enter the requested title and a brief description of the position’s functions and/or responsibilities in the Non-Standard Position Details comments box.
Example of a Market Analysis report.

STEP 11 (Faculty)
Choose either the budget officer or hiring manager as who will enter the Commitment Form data. The person indicated will be notified when the Commitment Form is available for completion.
**STEP 12 (Faculty)**
If refilling an existing position, **review** the position information.

If recruiting for a new position, **enter** the position information.

**Note:** The supervisor’s name will automatically populate when the email address is entered.

## Proposed Position Data

- **Business Title**: Example: Administrative Assistant
- **Full/Part Time**: Select a Status
- **Standard Hours**: Example: 37.5
- **Department #**: Example: 5937
- **Department Name**: Awaiting Department Number
- **Office Location**: Example: 123 Sikes Hall
- **Office Phone**: Example: (123) 456-7890
- **Supervisor Email**: Example: Jane4@clemson.edu
- **Supervisor Name**: Awaiting Supervisor Email

## Maximum Budgeted Allocation

- **Example**: $12,000.00

## Work County

- **Select a County**

## Justification for Position

- **Provide** justification for requesting the position. (See Important Information below.)

## Internal Comparisons

- **Provide internal position**
- **Campus Life: jsmith@clemson.edu**

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**Important Information:**

**Examples for Justification for the Position** include: 1) The volume of accounting work has significantly increased due to an increase in the number of related organizations, and 2) John Doe is retiring effective January 2015, and this is a position that needs to be refilled.
Quick Reference:
Tiger Talent - Request to Recruit

STEP 16 (Faculty)
Click Yes (the system defaults to No) if the position posting is internal only. Enter a justification for internal only posting in the Internal Posting Information test box.

STEP 17 (Faculty)
Enter the requested dates of posting. (A minimum of five days is required.)

STEP 18 (Faculty)
Enter the Interview Committee member names. Click the plus icon to add additional members.

STEP 19 (Faculty)
Click Yes if skills tests are required for this position.
**Quick Reference:**
**Tiger Talent - Request to Recruit**

**Important Information:**
If you select “Other Advertisement Medium,” enter the location of the job posting. The Office of Human Resources will contact the hiring manager to confirm the posting. Each advertisement is subject to OHR approval and, by default, will include the [Jeanne Clery Act](#) and [Clemson University Affirmation Action Clause](#).

**TIP:**
To view a complete listing of the advertising packages, select the Advertising package link. The advertising mediums listed are paid by the department; however, all job posting will automatically post to the free Diversity, Veteran, and Social Media advertising packages.

**STEP 20 (Faculty)**
Select the desired advertising medium for the job posting. (If this is an internal posting, select “None” to indicate there will not be an advertisement for this position.)

**STEP 21 (Faculty)**
Enter the specific language to be used for external advertisements in the Advertisement textbox.
**Quick Reference:**

**Tiger Talent - Request to Recruit**

### TIP:
You can access a copy of the Position Description template.

### STEP 22 (Faculty)
**Browse** to locate and upload the position description, and enter additional information related to the position in the Position Description Information textbox.

### STEP 23 (Faculty)
**Click** the certification acknowledgement and **click** Submit.

---

**Important Information:**
The system will validate entered information and will highlight missing or invalid entries. Enter or correct any information in highlighted fields, and click Submit to process the request to recruit.
After you submit the necessary information for a request to recruit, you will be taken back to the home page, which will now show that the submission was successful.

Important Information:
From this point, you will receive emails containing information regarding the transaction’s progress through the hiring process.
**Important Information:**
Submitted transactions can be viewed at any time by logging in to Tiger Talent, where hiring managers have access to a summary page that shows the request to recruit, market analysis and Commitment Form’s progress through the hiring process. If a transaction needs to be changed, please contact OHR’s Recruitment unit. Changes to a submitted transaction cannot be made using Tiger Talent.

**STEP 24 (Faculty)**
To view a transaction’s progress, **click** Summary on the Tiger Talent homepage. **Select** the position you want to view by clicking the position title hyperlink.

<table>
<thead>
<tr>
<th>Title</th>
<th>Position</th>
<th>Job Code</th>
<th>Process Time</th>
<th>Current Step</th>
<th>Hiring Manager</th>
<th>Department ID</th>
<th>Department Name</th>
<th>Ref #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Services Coord</td>
<td></td>
<td></td>
<td>On-Time</td>
<td>CC Review</td>
<td>Lee, Cindy M</td>
<td>09056</td>
<td>Eng &amp; Science Education</td>
<td>5040</td>
</tr>
<tr>
<td>Intermittent</td>
<td></td>
<td></td>
<td>On-Time</td>
<td>First Approval Pending</td>
<td>Stringfellow, Paris Farquhar</td>
<td>09111</td>
<td>Civil Engineering</td>
<td>5018</td>
</tr>
<tr>
<td>Post Doctoral Fellow</td>
<td></td>
<td></td>
<td>On-Time</td>
<td>Provost Approval</td>
<td>Husson, Scott M</td>
<td>09090</td>
<td>Chemical Engineering</td>
<td>5007</td>
</tr>
<tr>
<td>Intermittent Faculty</td>
<td></td>
<td></td>
<td>On-Time</td>
<td>Provost Approval</td>
<td>McAllister, Teresa L</td>
<td>09099</td>
<td>Chemical Engineering</td>
<td>5006</td>
</tr>
<tr>
<td>Assistant Professor</td>
<td>00000198</td>
<td>UG7400</td>
<td>On-Time</td>
<td>Provost Approval</td>
<td>Morgan, Angela G.</td>
<td>13233</td>
<td>Finance</td>
<td>5015</td>
</tr>
<tr>
<td>Lecturer</td>
<td></td>
<td></td>
<td>On-Time</td>
<td>Dear Approval</td>
<td>Cox, Christopher L</td>
<td>09750</td>
<td>Mathematical Sciences</td>
<td>5004</td>
</tr>
<tr>
<td>Assistant Professor</td>
<td>00000198</td>
<td>UG7400</td>
<td>On-Time</td>
<td>Dear Approval</td>
<td>Morgan, Angela G.</td>
<td>13233</td>
<td>Finance</td>
<td>5003</td>
</tr>
<tr>
<td>Lecturer</td>
<td></td>
<td></td>
<td>On-Time</td>
<td>Commitment Approval</td>
<td>Ramasubramanian, M.K</td>
<td>09219</td>
<td>Mechanical Engineering</td>
<td>5002</td>
</tr>
</tbody>
</table>

**Important Information:**
Once the Request to Recruit has been submitted and approved, the HR partner will be notified to create a job opening. Click **HERE** to access the *Quick Reference: Creating a Job Opening (Requisition).*
Quick Reference:
Tiger Talent - Request to Recruit

**Important Information:**
After the job opening is created and a job opening number assigned, the HR partner will receive an email detailing the position information, which will include a link to Tiger Talent. Accessing this link will allow the HR partner to view the Tiger Talent transaction.

**Sample Email Notification**

<table>
<thead>
<tr>
<th>Position Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Hire:</td>
</tr>
<tr>
<td>Target Openings:</td>
</tr>
<tr>
<td>Job Duration:</td>
</tr>
<tr>
<td>Paygroup:</td>
</tr>
<tr>
<td>Hiring Manager:</td>
</tr>
<tr>
<td>Submitted by:</td>
</tr>
<tr>
<td>Submission Date:</td>
</tr>
<tr>
<td>Reference Number:</td>
</tr>
<tr>
<td>Business Title:</td>
</tr>
<tr>
<td>Justification for Position:</td>
</tr>
<tr>
<td>Job Code:</td>
</tr>
<tr>
<td>Full/Part-time:</td>
</tr>
<tr>
<td>Department #:</td>
</tr>
<tr>
<td>Department Name:</td>
</tr>
<tr>
<td>Supervisor's Name:</td>
</tr>
<tr>
<td>Budgeted Max Salary:</td>
</tr>
<tr>
<td>Position Description:</td>
</tr>
<tr>
<td>Position Description:</td>
</tr>
</tbody>
</table>

**STEP 25 (Faculty)**
Access the HR partner work list using the link contained in the approval email or by logging in to Tiger Talent.

**Action Required:**
Please review the comments above and the position information in the table. If you feel there have been changes from the proposed request that warrant reapproval, please notify Hiring Manager and Supervisor prior to creating a requisition. If no changes are required, log in to Tiger Talent via this link (using your Clemson username and password) to approve or deny the transaction.

**Approval Process Reminder:**
You will receive a reminder email after 24 hours if action is not taken within that timeframe. In order to avoid delays in the process, if you have not taken action within 48 hours, a notification will be sent to your supervisor so that he/she may approve or deny the request on your behalf.

Thank you in advance for your timely response to this message.
**Quick Reference:** 
Tiger Talent - Request to Recruit

---

**Linking a PeopleSoft Job Opening to Tiger Talent**

**Important Information:** When a Tiger Talent transaction is submitted, the HR partner will receive notification via email from OHR to create a job opening. Click [HERE](#) to access Quick Reference: Creating a Job Opening (Requisition). After the job opening is created, return to the Tiger Talent transaction and enter the job opening number. This will link the Tiger Talent Transaction to its complimentary PeopleSoft transaction, allowing the Tiger Talent information to be viewed during the offer letter process.

---

**Sample Email Notification**

**Position Information**

<table>
<thead>
<tr>
<th>Type of Hire:</th>
<th>Temporary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Target Openings:</td>
<td>5</td>
</tr>
<tr>
<td>Job Duration:</td>
<td>12 Months</td>
</tr>
<tr>
<td>Paygroup:</td>
<td>1361</td>
</tr>
<tr>
<td>Hiring Manager:</td>
<td>Johnson, Susan M</td>
</tr>
<tr>
<td>Submitted by:</td>
<td>SURA/STF</td>
</tr>
<tr>
<td>Submission Date:</td>
<td>04/03/2015 03:20:23 PM</td>
</tr>
<tr>
<td>Reference Number:</td>
<td>15</td>
</tr>
<tr>
<td>Business Title:</td>
<td>Benefits Counselor I</td>
</tr>
</tbody>
</table>

**Notification for Position:**

| Job Code: | AG1000 |
| Full/Part Time: | Full Time |
| Department: | 5337 |
| Department Name: | Human Resources |
| Supervisor's Name: | Johnson, Susan M |
| Budgeted Max Salary: | $55,000.00 |

**Position Description:**

- [SamplePositionDescription.doc](#)
- [SamplePositionDescription.html](#)

**Comments:**

- Approve

**Action Required:**

Please review the comments above and the position information in the table. If you feel there have been changes from the proposed request that warrant reapproval, please notify Hiring Manager and Supervisor prior to creating a requisition. If no changes are required, log in to [Tiger Talent](#) via this link (using your Clemson username and password) to approve or deny the transaction.

**Approval Process Reminder:**

You will receive a reminder email after 24 hours if action is not taken within that timeframe. In order to avoid delays in the process, if you have not taken action within 48 hours, a notification will be sent to your supervisor or that he/she may approve or deny the request on your behalf.

Thank you in advance for your timely response to this message.

---

**STEP 1**

After creating the job opening, **click** the link in the email, or **log in** to [Tiger Talent](#).
Quick Reference:
Tiger Talent -
Request to Recruit

**STEP 2**
Click the Actions link and select HR Partner from the drop-down menu to view your work list.

**STEP 3**
Click the title hyperlink to open the transaction.
**Quick Reference:**
**Tiger Talent - Request to Recruit**

**STEP 4**
**Click** the Requisition Entry tab. **Enter** the Job Opening number from PeopleSoft in the Job Requisition field.

**STEP 5**
**Click** Save to send the transaction to OHR’s Recruitment unit for review.
FACULTY TIGER TALENT APPROVAL PROCESS

**Important Information:** When a request to recruit has been submitted, the hiring manager or budget officer receives notification via email to complete the Commitment Form.

The request to recruit transaction for regular faculty requires the following approvals: hiring manager if budget officer completes the Commitment Form (and vice versa), ad hoc approvers, dean, provost, and then Office of Human Resources. Temporary faculty transactions require the same approvals with the exception of the provost.

**STEP 1** (Faculty: hiring manager/budget officer)
- Click the link to Tiger Talent to view the Commitment Form.
- Click the Market Analysis link to view the market analysis for this position.

**Sample Email Notification**

- **Position Information**
  - **Type of Hire:** Time Limited
  - **Hiring Manager:** Cox, Christopher L.
  - **Submitted by:** KWAKE
  - **Reference Number:** 9004
  - **Business Title:** Lecturer
  - **Full-time:** Full Time
  - **Department:** Mathematical Sciences
  - **Supervisor’s Name:** Cox, Christopher L.
  - **Budgeted Max Salary:** $32,000.00
  - **Waiver Name:** Tony Nguyen

- **Action Required:** Please review the above information and log in to Tiger Talent via this link (using your Clemson University username and password) to enter the commitment data and further approve(s).

- **Approval Process Reminders:** In order to avoid delays in the process, if you have not taken action within 24 hours from the time this email was sent, your supervisor will be notified so that he/she may enter the commitment data and the next approver(s) on your behalf.

- **Thank you in advance for your timely action in response to this request. Should you have any questions or concerns, please contact your HR Partner.**

The Tiger Talent landing page URL is https://www.clemson.edu.

**Clicking the Tiger Talent link will direct you to the Worklist displaying the requested position information.**
Quick Reference:
Tiger Talent - Approvals

**Important Information:** The act of completing the Commitment Form is considered approval; thus, if the hiring manager completes the Commitment Form, the budget officer will be notified for Commitment Form approval, and vice versa, before moving on to the remaining approvers.

**STEP 2** (Faculty: hiring manager/budget officer)

**Click** the Commitment hyperlink to view the commitment information.

**Note:** You can view the Market Analysis by clicking the Market Analysis hyperlink.

**Important Information:** The request to recruit information displays the Commitment Form will open in a second browser window.
**Quick Reference: Tiger Talent - Approvals**

**STEP 3** (Faculty: hiring manager/budget officer)

**Review** the funding information for each fiscal year and any included notes.

After review, **return** to the first browser window to approve or deny the Commitment Form.

---

**STEP 4** (Faculty: hiring manager/budget officer)

**Select** Approve or Deny from the dropdown menu.

**Click** Approve or Deny to finalize the action.

---

**Important Information:** “Approve” forwards the Commitment Form to the next approver. “Deny” returns the Commitment Form to the person who created it for revisions.
Quick Reference:
Tiger Talent - Approvals

Sample Email Notification

The hiring manager will be notified via email when approvals for the Commitment Form and request to recruit have been completed.

Sample Email Notification

Important Information: Approvers will be notified via email when their approval is needed.

STEP 5 (Faculty: ad hoc approvers, dean and provost)
Click the link to Tiger Talent to view the Commitment Form.
Quick Reference:
Tiger Talent - Approvals

**STEP 6 (Faculty: ad hoc approvers, dean and provost)**

*Click* the Commitment hyperlink to review the commitment information.

*Click* the Market Analysis hyperlink to review the Market Analysis.

**Important Information:** Clicking the commitment and market analysis hyperlinks will open a summary of the information in a second browser window.
Clicking the Tiger Talent link will direct you to the Worklist displaying the requested position information.

**Important Information:** “Approve” forwards the Commitment Form to the next approver. “Deny” returns the Commitment Form to the person who created it for revisions.

**Sample Email Notification**

- FLSA status
- Classification
- Market-based compensation

No further action is needed from you at this point; however, you will receive email notifications to keep you informed on the progress until the request is approved for posting. You may also view the progress by accessing Tiger Talent.

Your request will also be routed to your HR partner, whom you may contact with any questions.

**Targeted Timeline:**

- A refill request should take six days or less to complete (from submission to job posting); however, turnaround times are targets, and, as such, they are dependent on approvers taking action in a timely manner.
- A new hire request should take eight days or less to complete (from submission to job posting).

**STEP 7** (Faculty: ad hoc approvers, dean and provost)

Select Approve or Deny from the drop-down menu.

Click Approve or Deny to finalize the action.
Important Information: Approvers can view transactions at any time by logging in to Tiger Talent. A summary page showing the request to recruit, market analysis, and Commitment Form’s progress through the hiring process can be viewed.

Note: If changes are needed, please contact OHR’s Recruitment unit. Changes to a submitted transaction cannot be made using Tiger Talent.

STEP 8 (Faculty)
After logging in to Tiger Talent, click on Summary to view a list of all of your transactions.

STEP 9 (Faculty)
Click on the job title hyperlink for the transaction you want to view.

A summary page for the transaction is displayed.
Important Information: The request to recruit transaction for staff (both regular and temporary) requires approval by the hiring manager, two levels above the hiring manager and the Office of Human Resources.

The request to recruit can be entered by either the hiring manager or the HR partner. If the hiring manager enters the request, approval is assumed. If the HR partner enters the request, the hiring manager will be notified via email that their approval is needed. Once the hiring manager approves the transaction, the request will proceed to the next approvers.

Sample Email Notification

Type of Hire: Full Time Employee
Hiring Manager: Byrne III, Joseph
Submitted by: JBYRNE
Submission Date: 12/16/2015 02:46 PM
Reference Number: 7
Business Title: Administrative Assistant
Justification:
Full/Part-time: Full Time
Department #: 5337
Department Name: Human Resources
Supervisor’s Name: Byrne III, Joseph J
Budgeted Max Salary: $30,000.00
Market Analysis: Market Analysis

Action Required: No action is required. You can review the above information by logging in to Tiger Talent via this link (using your Clemson University username and password).

The Tiger Talent landing page URL is https://tigertalent.clemson.edu/DevPortal

STEP 1 (Staff: approvers) Click the link to Tiger Talent to view the Request to Recruit.
STEP 2 (Staff: approvers)
Click the Commitment hyperlink to view the commitment information. 
**Note:** Review the Market Analysis by clicking the Market Analysis hyperlink.

**Important Information:** “Deny” terminates the transaction. If denied, a new Request to Recruit will need to be entered in Tiger Talent to move forward with recruiting for the position.
## Important Information:

Approver can view transactions at any time by logging in to Tiger Talent. A summary page showing the request to recruit, market analysis, and Commitment Form’s progress through the hiring process can be viewed.

**Note:** If changes are needed, please contact OHR’s Recruitment unit. Changes to a submitted transaction cannot be made using Tiger Talent.

### STEP 4 (Staff: approvers)

After logging in to Tiger Talent, **click** on Summary to view a list of all of your transactions.

### STEP 5 (Staff: approvers)

**Click** on the job title hyperlink for the transaction you want to view.
A summary page for the transaction is displayed.
Creating a Job Opening (Requisition)

**STEP 1**
**Sign In** to PeopleSoft using your Clemson user ID and password.

**STEP 2**
**Navigate** to Main Menu > Recruiting > Create Job Opening.
Important Information: “Standard Requisition” defaults into the Job Opening Type field and “CLMSN” defaults into the Business Unit. These fields should not be altered.

**Important Information:**

- The Job Profile is the position description associated with the position number. PeopleSoft will populate sections of the job opening with the information contained in the job profile. If the job profile is not accurate, please contact your Classification and Compensation analyst.
- Faculty positions do not have job profiles.

**STEP 3**

Choose the appropriate employee type from the Job Family options.

Enter the 8-digit position number, including the leading zeros. (This will populate the Job Code and Job Posting Title fields.)

Click continue.
**Important Information:** The position information (posting title, job title, position number, business unit and job family) will default in based on the position number entered on the previous page.

You can now “Save as Draft” and go back later to finish, if needed.

**STEP 4**
Verify that the job opening information displays the correct position information. Verify the position number.

**STEP 5**
Verify that the recruiting location matches the department’s address. (Click the magnifying glass and select the correct address if the location is not correct.) Enter the previous employee’s ID number if refilling a position.
Quick Reference: Creating a Job Opening (Requisition)

**STEP 6**
Verify or select the Schedule Type, Regular/Temporary, Hours, Salary Grade and Salary Range (see below). Enter the Travel Percentage.

**Salary Range Information:** The salary range for classified positions will be the state band. This should automatically populate into the "Salary Range From" and "Salary Range To" fields. The salary grade and range for unclassified faculty positions should be left blank.

**STEP 7**
Enter the Tiger Talent Request ID using the Tiger Talent transaction's reference number.

**Important Information:** If the Tiger Talent request was for multiple positions, one requisition per type of job needs to be entered (e.g., one for house moms, one for grounds workers etc.). Faculty positions should be left blank.

If you are hiring for a classified or administrative unclassified position, click the Requirements tab at the top of the page to continue. If you are hiring for a faculty position, move to Step 15. The Requirements and Screening sections are not available for faculty positions.
Quick Reference:
Creating a Job Opening (Requisition)

**STEP 8**
Select the Highest Education Level from the drop-down box (if not already defaulted in). Enter the required minimum years of work experience.

**Important Information:** If posting for a classified position, the required education level and years of work experience are based on state-specific requirements and are the same for all positions in the same job code. The required education level and minimum years of experience are located on the position description.

**STEP 9**
Add required certificates by selecting the Add Certifications button. (Licenses and certifications are listed on the position description in Tiger Talent.)

**Important Information:** Some certifications will be pre-populated from the position profile. If the certifications are not accurate, they should be removed by clicking the trash can icon.

**STEP 10**
Enter the area of study beside each type of educational degree if the position specifies required educational degrees.
If you are hiring for a classified or administrative unclassified position, click the Screening tab at the top of the page to continue.
**Important Information:** Screening questions are used to identify applicants who meet the minimum requirements as well as those who are legally eligible for employment. Screening questions differ based on job code.

**STEP 13A**
Verify that the nine standard screening questions are listed. (These questions will feed into the Applicant Screening requirements.) Click Add Screening Question to add additional screening questions (see 13B).
Quick Reference: Creating a Job Opening (Requisition)

**TIP:**
To search for the job code enter 4 digits in the search field (e.g., Use AA75 instead of AA7500).

STEP 13B
Check Screening Question Sets based on the job code or the job title. (Screening question sets are based on state job code requirements.) Click OK.

STEP 14A
Click the CU Online Screening hyperlink.
# Quick Reference: Creating a Job Opening (Requisition)

## STEP 14B

Indicate which questions are “Required” and which are to be “Use in Screening” by checking the corresponding boxes. **Click OK to save changes. (You will return to the Screening page.)**

From the Screening page, click the Interview Team tab at the top of the page to continue.
STEP 15A
Click Add Recruiter. Select “OHR Recruiters” to select a Recruitment Team (see 15B).

STEP 15B
Check “OHR Recruiters.” Click OK.

STEP 15C
Check “Primary” to establish the primary recruiter for the job opening.
STEP 16B

Enter the hiring manager’s name.

Click Add Hiring Manager to add additional hiring managers. The system will display a list of matches. Select the desired name or click the magnifying glass to choose the hiring manager’s name from the drop-down list.

Check “Primary” to establish the primary hiring manager.

Important Information: It is recommended that you list as hiring managers both the HR partner and the departmental administrative assistant handling the search for the position. This will give them access to applicant’s resumes, CVs and applications. Designation as a hiring manager also allows them to schedule interviews and enter interview evaluations in PeopleSoft.
Quick Reference: Creating a Job Opening (Requisition)

Click the Posting Info tab at the top of the page to continue.

STEP 17A
Click Add Interviewer.

STEP 17B
Enter the Interviewer's name. As you are typing, the system will display a list of potential matches. Select the desired name or click the magnifying class to choose the interviewer's name from the drop-down list. Click Add Interviewer to add additional interviewers.

Important Information: Interviewers can view the applicant’s information and have the ability to select the candidates to be interviewed. They do not have access to schedule interviews or enter interview evaluations. If the hiring manager will serve as an interviewer, be sure to add him/her as an interviewer even if you added them as the Primary hiring manager.

Click the Posting Info tab at the top of the page to continue.
Quick Reference: Creating a Job Opening (Requisition)

STEP 18A
Click Add Job Posting.

STEP 18B
Click Yes to allow the system to automatically build the job posting. OR
Click No to enter the individual posting descriptions manually.

Important Information: If using the job profile to populate the job opening, the job duties, preferred requirements, minimum requirements, responsibilities, physical requirements, work schedule, Jeanne Clery Act and closing statement will populate. The information populated into these sections should be verified and edited as appropriate. Any required posting descriptions that do not automatically populate will need to be added manually.

You will automatically be directed to the Posting Information page.
Posting Description Information: (Use this guide to ensure that all required posting descriptions have been entered. If you are manually entering the job postings, you can copy and paste from the position description or advertisement into each added posting.)

Posting Description Types:

- Job Summary - Required for staff and faculty
- Job Duties - Required for staff and faculty
- Minimum Requirements - Required for staff and faculty
- Preferred Requirements - Optional but encouraged for staff and faculty
- Responsibilities (Supervisory, Budgetary, Depth of Knowledge) - Required for staff and optional for faculty
- Physical Requirements - Required for jobs with physical requirements
- Working Conditions - Required for job with Working Conditions
- Work Schedule - Automatically populates when Work Schedule is selected.
- Department Marketing Statement - Optional
- Job Location - Required for staff and faculty to denote on or off-campus location
- Benefits Information - Required for non-standard benefits - Preferred for all
- Additional Comments - Optional
- Application Deadline - Required for staff and faculty
- Closing Statement - Automatically populates when Closing Statement is selected.
- Jeanne Clery Act - Automatically populates when Closing Statement is selected.

Note: The order of the posting descriptions or job descriptions does not matter. The system will automatically place each finalized posting into the proper format.
**Important Information:** An application deadline is required on all job openings and must be added manually.

**STEP 19 (Manually adding a posting description)**
Select the Description Type from the drop-down box. Enter the required information (e.g., if you select “Job Duties” as the Description Type, enter the job duties associated with this position into the text box). Click Add Posting Description to add additional posting descriptions.

**STEP 20**
Click the Description Type drop-down box and select “Application Deadline.” Click the Visibility drop-down box and select the type of recruitment you require for the position. Note that internal-only postings require prior approval. Enter the application deadline information in the text box provided.
- For faculty positions, the application deadline is the “reviewed by” date in the advertisement.
- For classified and unclassified administrative positions, the application deadline is the closing date.
Advertising Information: If an advertising package has been requested in Tiger Talent, the position will be posted to the requested sites by OHR’s Recruitment unit.

**STEP 21**

Enter the Remove Date or the Posting Duration to denote the length of time you want the job to be posted. This step is required for both internal and external postings. **Click OK.**

**STEP 22**

Click Save and Submit to send the job opening to Recruitment for approval.

Important Information: Clicking Save and Submit will take you back to the Job Details page.
**Important Information:** The status located in the top right will now display a Job Opening ID number and the status Pending Approval. The Approvals tab allows you to view the status of the job opening throughout the approval process.
Accessing Application Materials
Overview:

Because hiring managers and Human Resources (HR) partners require access to application materials before and after the job posting close date, PeopleSoft allows for access throughout the hiring process. This document provides step-by-step instructions for viewing, saving to a file and/or printing application materials in PeopleSoft. Accessing application materials includes:

- Searching job openings to access applicant information
- Selecting an applicant’s application
- Opening an application
- Printing or saving an application
- Selecting, opening and printing/saving attached applicant documents

View Application Materials

**Step 1:** Log into PeopleSoft: (A) enter your Clemson user ID, (B) enter your Clemson password and (C) click Sign In.

Additional Information: You will be directed to the CUBS home page.
**Step 2:** Select (A) Main Menu, (B) Recruiting and then (C) Browse Job Openings.

Step 2A

Step 2B

Step 2C

**Step 3:** Select “Open” in the Status drop-down menu.

**Step 4:** Click Search to view a list of all open postings.

**Additional Information:** If you have the job opening ID, enter it in Job Opening ID, clear the status field and click Search then click on the job opening name.
Step 5: Select the job opening you wish to view.

Step 6: Select the application icon for the applicant whose materials you wish to view.
Print or Save Application Materials

At this point, you can print the application and related documents and/or save them in a file or on your desktop.

**Step 1:** To print or save an attached document, select the desired document by clicking on the hyperlink.

Additional Information: You will need to open each attachment separately to print or save.

Additional Information: Clicking on the hyperlink will open the document. If the document does not open, you may need to change your browser setting to allow pop ups.
Step 2: When the document uploads, click (A) File, then click (B) “Save as” to save the document to a file or on your desk top or (C) “Print” to print the document. Multiple copies can be printed if necessary.

Step 3: To access another applicant’s application materials, select Return.
## Troubleshooting

<table>
<thead>
<tr>
<th>POTENTIAL PROBLEM:</th>
<th>RECOMMENDATION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application materials not saved on desktop or folder.</td>
<td>You can access the application materials as often as you need, so, if you failed to save something, simply access the documents again. Using the “Save as” option on the file menu, save the documents to your desktop or to a file.</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>POTENTIAL PROBLEM:</th>
<th>RECOMMENDATION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Documents not popping up when selected.</td>
<td>To ensure documents pop up when selected, make sure your browser settings are set to enable pop ups.</td>
</tr>
</tbody>
</table>
**STEP 1**
Sign In to PeopleSoft using your Clemson user ID and password.

**STEP 2**
Navigate to Recruiting > Search Job Openings.
Quick Reference:
Accessing Application Materials

**STEP 3**
Enter Job Opening number in Job Opening ID.

**STEP 4**
Click Job Opening Name.
Quick Reference: Accessing Application Materials

STEP 5
Click application icon to the far right of the applicant’s name.

STEP 6
Click applicant’s attachment. Note: Open each attachment separately to print or save.
STEP 7  
Click Print or Save as to save the document to a file or to your desktop.

STEP 8  
Click Return to go back to applicant list.
Scheduling Interviews
Overview

Scheduling interviews through PeopleSoft is an essential step in the Recruit phase of the hiring process. The system’s scheduling function not only ensures timely and efficient communication between job candidates and the search committee members, it also creates an accurate record of the candidate’s recruitment experience with Clemson University.

This document outlines the steps taken by the departmental administrative assistant, the hiring manager or the Human Resources (HR) partner to schedule interviews in PeopleSoft (CUBS) for faculty and staff positions.
Access Interview Schedule

Job interviews are scheduled in the Recruitment section of PeopleSoft. By using PeopleSoft, the scheduler 1) creates an accurate record of the candidate's recruitment experience and 2) ensures that interview invitations are communicated to and marked on the schedules of both the candidate and the interviewers. **Scheduling interviews in PeopleSoft also triggers automatic notification of the remainder of the applicant pool that they were not selected as a candidate for the position.** Timely notification enhances the experience of everyone involved in the hiring process.

Before interviews can be scheduled in PeopleSoft, the hiring manager should do the following:
- Secure tentative interview dates with selected candidates
- Convey list of candidates chosen for interview and tentative interview dates to the selected scheduler

Once the hiring manager, the departmental administrative assistant or the HR partner has the necessary information, he or she is ready to enter the interview schedules in PeopleSoft.

To access an interview schedule in the Recruitment section of PeopleSoft, follow the steps below:

**Step 1**: Enter your Clemson user ID into PeopleSoft.
**Step 2**: Enter your Clemson password.
**Step 3**: Click Sign In.

Additional Information: You will be directed to the CUBS home page.
**Step 4:** Select (A) **Main Menu**, (B) **Recruiting** then (C) **Browse Job Openings**.

**Step 4A**

**Step 4B**

**Step 4C**

**Step 5:** (A) Enter the job opening number in the Search job openings box **OR** (B) select the **Posting Title** hyperlink to access the job opening.

**Step 5A**

**Step 5B**
**Enter Interview Details**

The Manage Job Openings page will display. Included on the page are five tabs: Applicants, Applicant Search, Applicant Screening, Activity & Attachments, and Details.

**Step 1:** Select the **Applicants** tab.
**Step 2:** Select the **Interview icon** for the candidate to be interviewed.

![Step 1](image1.png)
![Step 2](image2.png)

**Additional Information:** The Interview Schedule page will display; interview details should be entered on this page.

Continued…
**Step 3**: Enter the (A) Interview Date, (B) Start Time, (C) End Time, (D) Interview Status, (E) Interview Type, and (F) Applicant Response.

**Step 4**: Check (A) Notify Applicant and (B) Notify Interview Team. Candidates will be notified via email of each change in status; scheduling interviews will trigger a status change for all applicants.

**Additional Information**: If entering the schedule after interviews have occurred, do not check either box in Step 4.

**Step 5**: To add multiple interviewers, (A) select Add Interviewer and (B) enter the interviewer’s employee id number.

**Step 6**: Enter the interview location in the Location box in the Venue Information section. The entered location will populate into an email that notifies the candidate of the interview date, time and place.

**Step 7**: Select **Submit** to save the schedule. Notification emails will be sent to the candidate and interview committee.
Edit Schedules

Once the interview schedule is entered into PeopleSoft, the system will automatically notify the candidate and the interview committee via email that an interview has been scheduled. Candidates and interviewers will receive two emails.
The first includes the interview details. The second includes a calendar invitation that, when accepted, will populate most types of email account, including Gmail, Yahoo and Outlook. Interview schedules can to be edited on the Manage Job Openings page by following the steps below:

**Step 1:** Select (A) **Main Menu**, (B) **Recruiting** then (C) **Browse Job Openings** to access the Manage Interview Job Openings page.

**Step 2:** (A) enter the job opening number in the Search Job openings box **OR** (B) select the **Posting Title** hyperlink to access the job opening.

**Step 3:** Click the **Interview** icon for the desired candidate.
Additional Information: You will be directed to the Manage Interviews page where you can select Edit Interview Schedule.

**Step 4:** Click the Edit Interview Schedule hyperlink and then edit the date and time as appropriate.

**Step 5:** Click Save to retain the interview schedule changes.

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**Potential Problems and Recommendations**
<table>
<thead>
<tr>
<th>POTENTIAL PROBLEM:</th>
<th>RECOMMENDATION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scheduling interviews can be tricky and time consuming if you try to schedule with each participant individually.</td>
<td>Schedule interviews in PeopleSoft, and the system will coordinate schedules, notify participants of interview dates, times and locations as well as changes to the schedule, and update calendars. In addition, when interviews are scheduled, PeopleSoft will automatically notify the remaining applicant pool that they were not selected for the position.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>POTENTIAL PROBLEM:</th>
<th>RECOMMENDATION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entering interview schedules after the interviews are conducted will result in the candidate and interview committee being notified of the interview schedule after the fact. Participants will receive emails and calendar updates for past events. After the fact scheduling will also cause a delay in notification of the remaining applicant pool that they were not selected for the position.</td>
<td>Ideally, the interview schedule should be entered before the interviews occur. However, if scheduling is entered into PeopleSoft after the interviews occur, do not check the Notify Applicant and Notify Interview Team boxes in Step 4 of the Enter Interview Details section above. While this will avoid late notification, it will not solve the slow communication with the remaining applicant pool, which could be detrimental to the applicant experience.</td>
</tr>
</tbody>
</table>
Quick Reference: Scheduling Interviews

**STEP 1**
Sign In to PeopleSoft using your Clemson user ID and password.

**STEP 2**
Navigate to: Recruiting > Search Job Openings
Quick Reference:
Scheduling Interviews

STEP 3
Enter: Job Opening number in Job Opening ID

Important Information: Interviews are scheduled in PeopleSoft, after you have confirmed the date, time and location over the telephone, in order to create an accurate reflection of the candidate’s experience as well as ensuring that calendar invitations are marked on the candidate’s and interviewer’s schedules. Scheduling interviews also triggers an automatic notification to other candidates that they were not selected for this position. This ensures a timely response that promotes

STEP 4
Select: Applicant’s Tab.

STEP 5
Select: Candidate to be interviewed
STEP 6
Enter: All requested information in the Interview 1 – Date not entered section

STEP 7
Check: Notify Applicant and Notify Interview Team

STEP 8
Select: Add Interviewer to add multiple Interviewers.

STEP 9
Enter: Additional Interviewer ‘s Employee ID number

STEP 10
Enter: Interview location

STEP 11
Click: Submit at the bottom of the page
**Quick Reference:** Scheduling Interviews

**Important Information:** Once the interview schedule is entered into PeopleSoft, the system will automatically notify the interview team and candidate via email that an interview has been scheduled. Candidates and interviewers will receive two emails: one including the interview details and one including a calendar invite that can be accepted and populated into an Outlook calendar.

**STEP 12**
**Select:** Manage Job Openings and the Interview Icon to edit an interview schedule

**STEP 13**
**Edit:** Date and time
Submitting an Interview Evaluation
Overview

Clemson’s hiring process requires that an interview evaluation be submitted via PeopleSoft for every candidate interviewed for a job opening. It is the responsibility of the hiring manager to write the evaluation, which should contain input from all members of the interview committee. The evaluation can be entered into PeopleSoft (CUBS) by either the hiring manager or the Human Resources (HR) partner. This document outlines the steps involved in entering an interview evaluation into PeopleSoft (CUBS) for faculty and staff positions.

Summarize Interview Evaluation Forms

Using the Interview Evaluation form, each member of the interview team gives the hiring manager a complete interview evaluation for each candidate. The hiring manager summarizes the interview evaluations into a single evaluation and either enters the information into PeopleSoft or submits it to the HR partner for entry. The summarized interview evaluation should match the evaluation format available in PeopleSoft.

Enter an Interview Evaluation

Step 1: Log into PeopleSoft: (A) enter your Clemson user ID, (B) enter your Clemson password and (C) click Sign In.
Step 2: Select (A) Main Menu, (B) Recruiting and then (C) Browse Job Openings.

Step 3: Select the posting title to access the job opening.
**Step 4:** Under the Applicants tab, (A) click Other Actions, (B) then choose “Recruiting Actions” and (C) “Create Interview Evaluation.”

![Image of application process]

**Note:** Once on the interview evaluation page, verify the Name, Applicant ID, Job Posting Title and Job Opening ID.

**Step 5:** Enter (A) the interview date and (B) the interview type.

**Step 6:** Provide a recommendation by selecting (A) an overall interview rating and (B) a recommendation from the provided options: Make Offer or Not Chosen.

**Step 7:** Enter an interview rating for each of the following categories: Technical Skills, Education/Training, Work Experience, Organizational Skills, Training, and Communication Skills.

**Additional Information:** For each category, the applicant is rated by selecting one of the following options: Not Applicable, Unsatisfactory, Marginal, Superior or Satisfactory. Each rating has an accompanying score, ranging from zero to three, that automatically populates in the “Score” field next to the corresponding comment box.
Step 8: Select Submit to save the interview evaluation.

Troubleshooting

POTENTIAL PROBLEM: Interview evaluation entered in the wrong applicant’s application record.

RECOMMENDATION: When you access the interview evaluation page, verify the Name, Applicant ID, Job Posting Title and Job Opening ID.
STEP 1
**Sign In** to PeopleSoft using your Clemson user ID and password.

STEP 2
**Navigate** to Recruiting > Search Job Openings.
Quick Reference:
Submitting an Interview Evaluation

**STEP 3**
Enter the Job Opening number in Job Opening ID. Click Search.

**Important Information:** Each member of the interview team submits a completed interview evaluation for each candidate to the hiring manager. The hiring manager summarizes the interview evaluations into a single evaluation and either enters the information into PeopleSoft or submits it to the HR partner for entry. The summarized interview evaluation should match the evaluation format available in PeopleSoft.

**STEP 4**
Click Other Actions to the right of the applicant for whom you wish to enter an evaluation.

**STEP 5**
Choose Recruiting Actions. Click Create Interview Evaluation.
**STEP 6** Enter the requested information in the Evaluation and Recommendation sections.

**STEP 7** Enter the Interview Rating for each category in the Interview Ratings section.

**STEP 8** Click Submit to save the interview evaluation.

**Important Information:** Be sure to verify the Name, Applicant ID, Job Posting Title, and Job Opening ID.
External Applicants (Internal Applicants skip to page 12.)

**STEP 1**
Navigate to the Clemson webpage by going to [http://www.clemson.edu/employment/](http://www.clemson.edu/employment/) and clicking on Employment Opportunities.

**STEP 2**
Click on the External Applicant Job Board hyperlink.

**STEP 3**
Click on the New User hyperlink to register.
STEP 4
If you are a registered applicant, **sign in** using your User Name and Password. If you are a first-time user, **click** the Register Now hyperlink to create a User Name and Password.

**Important Information:** New users must complete the profile page, including acknowledging the terms of service, then click Register. You will be returned to the Job Search Page.

**STEP 5A**
**Search** for jobs by scrolling through the job list **OR** look for a particular job/area by filtering by Recruiting Location, Department, Job Family, Job Function, or the year the job was posted.

**STEP 5B**
**Select** the position title hyperlink to view the position information.

**Important Information:** Position information includes job duties as well as the education and experience and the skills and competencies required for the position.
Quick Reference: Applying for a Staff Position

**Important Information:**
Prior to applying for a position, gather the following information:

- Educational background
- References
- Employment background
- An electronic PDF or Word version of any documents you would like to attach (resume, cover letter, vitae, writing samples, etc.)

**STEP 6**
To apply to a single position, **click** the position title hyperlink then **click** Apply.

**OR**
To apply to multiple positions at one time, **check** the box beside each position you want to apply to then **click** Apply for Selected Jobs.

**OR**
To submit an application without selecting a job, **click** Apply Without Selecting a Job.

**Important Information:** There are six steps in the staff application process. Your progress is displayed at the top of each screen. If you save the application as a draft, you can exit and return as needed.
**Quick Reference:**

**Applying for a Staff Position**

**Application Process**

**STEP 1**

Read the terms of service, check the acknowledgement box and click Next.

**STEP 2** (Options for attaching your resume/cover letter)

- Click Attach Resume then select the file you wish to upload.
- OR
- Click Use Existing Resume to use a resume you have previously uploaded. Click the radio button of the resume you wish to use when prompted to do so.
- OR
- Click Copy & Paste Resume to copy and paste a resume if your resume is not a Word or PDF document. Copy and paste the document into the textbox.

AND

- Attach a cover letter by clicking Attach Cover Letter.

Click Next to go to the next step.
**Important Information:** Entering your education and work experience is required to be considered for Clemson University positions. Providing a resume alone is insufficient. Even if you attach a resume, you must complete all sections of the application. Please be sure to follow the entire application process.

**STEP 3A**  
**Click** Add Work Experience to enter your relevant work history in chronological order beginning with your most recent employer.

**STEP 3B**  
**Enter** requested information, and, if your work experience is complete, **click** Save to return to the main Education and Work Experience page to add your education information.  
**OR**  
**Click** “Save and Add Another” to add additional work experience. Click “Save and Add Another” for each work experience you want to add.
Quick Reference: Applying for a Staff Position

**STEP 3C**
Click Add Education Degree to enter your educational background in chronological order beginning with your most recent school/degree.

**STEP 3D**
Enter requested information. **Click “Save and Add Another”** if you have additional educational information you wish to add. **OR**
If your educational experience is complete, **click Save** to return to the main Education and Work Experience page to add volunteer service information.
STEP 3E
Click Add Volunteer Service to enter your volunteer service activities in chronological order beginning with your most recent activity.

STEP 3F
Enter requested information. Click “Save and Add Another” if you have additional volunteer service activities you want to add.

OR
If your volunteer service is complete, click Save to continue to the next step in the application process.
Important Information: If a license or certification is required for the position, be sure to include it in your application. Instructions are below.

Important Information: Add at least three references who are familiar with your work. References should include at least two managers or supervisors.

**STEP 4**
Click on the appropriate button to Add Licenses, Add Certifications, Add Language Skills or Add Job Related Skills.
Click Next when finished to continue.

**STEP 5A**
Click Add Reference to provide a reference’s name, title and contact information.
Click Add Reference again to add additional references.
Click Next to continue.
STEP 5B
Complete the Application Questionnaire by selecting the “Yes” or “No” radio button or entering comments for each question. Click Next to continue.

STEP 6
At this point in the application process you will be given the opportunity to voluntarily share information regarding disability, veteran status and diversity status. Provision of this information is voluntary. The information is used to assist Clemson University in complying with federal and state requirements, including Equal Employment Opportunity record keeping.

STEP 7
Click the edit icon to review and/or edit your application. Click Submit Application to complete the application process.
Important Information: Once the application has been successfully submitted, you will be taken to a confirmation page. If you want to view or apply for additional jobs, click the Return to Job Search hyperlink at the bottom of the Confirmation page.

**TIP**

You can request that new positions matching specific job titles be emailed to you when they are posted. **Enter** a job title in the Name My Search field. **Check** “Notify me when new jobs meet my criteria.” **Enter** your email address. **Click** Save Search.

Access your My Activities page by logging into http://www.clemson.edu/employment/ and clicking on Employment Opportunities. My Activities is located in the My Notifications section.

On the My Activities page, click the job title to view your submitted application or click the Withdraw button to remove your application.
Quick Reference:
Applying for a Staff Position

TIP
You can email a job posting to a friend. Click Email to Friend. Enter the email address to which you want the posting sent. Click Send.
Quick Reference:
Applying for a Staff Position

Internal Applicants

STEP 1
Navigate to the Clemson webpage by going to http://www.clemson.edu/employment/ and clicking on Employment Opportunities.

STEP 2
Click the Internal Applicant Job Board (Current Employees) hyperlink.

STEP 3
Log In to PeopleSoft using your Clemson user ID and password. Click Sign In.
Quick Reference: Applying for a Staff Position

**STEP 4**
*Navigate* to Main Menu > Self Service > Recruiting > Careers to search for available positions.

**STEP 5A**
*Search* for jobs by scrolling through the job list *OR* look for a particular job/area by filtering by Recruiting Location, Department, Job Family, Job Function, or the year the job was posted.

**STEP 5B**
*Select* the position title hyperlink to view the position information.

**Important Information**: Position information includes job duties as well as the education and experience and the skills and competencies required for the position.
Important Information:

Prior to applying for the position, gather the following information:

- Educational Background
- References
- Employment Background
- An electronic PDF or Word version of any document you wish to attach (resume, cover letter, vitae, writing samples etc.)

**STEP 6**

To apply to a single position, **click** the position title hyperlink then **click** Apply.  
**OR**

To apply to multiple jobs at the same time, **check** the box beside each position to which you wish to apply then **click** Apply for Selected Jobs.  
**OR**

To submit an application without selecting a position, **click** Apply Without Selecting a Job at the bottom of the page.

Important Information:  There are six steps in the staff application process. Your progress is displayed at the top of each screen. You can exit the application at any time.
**Application Process**

**STEP 1**
Read the terms of service, check the acknowledgement box and click Next.

**STEP 2** (options for attaching your resume/cover letter)
Click Attach Resume and select the file you wish to upload.

OR

Click Use Existing Resume to use a resume you previously uploaded.

Click the radio button of the resume you wish to use when prompted to do so.

OR

Click Copy & Paste Resume to copy and paste a resume that is not a Word or PDF document. Copy and paste the document into the textbox.

AND

Attach a cover letter by clicking Attach Cover Letter.

Click Next to move to the next step.
Important Information: In order to be considered for a position at Clemson University, you are required to enter your education and work experience in the provided sections of the application. Attaching a resume without completing all sections of the application is insufficient. Please be sure to follow the entire application process.

**STEP 3A**
Click Add Work Experience to enter your relevant work history in chronological order beginning with your most recent employer.

**STEP 3B**
Enter all requested information for the work experience being described.

To add additional work experience, click “Save and Add Another.” Click “Save and Add Another” for each work experience you want to add.

When you’ve entered all of your relevant work experience, click Save to return to the main Education and Work Experience page to add your education information.
**STEP 3C**

Click Add Education Degree to enter your educational background in chronological order beginning with your most recent school/degree.

**STEP 3D**

Enter the requested information.

To add additional educational information, click “Save and Add Another.”

When you’ve entered all of your education degrees, click Save to return to the main Education and Work Experience page to add volunteer service information.
STEP 3E
Click Add Volunteer Service to enter your volunteer service activities in chronological order beginning with your most recent activity.

STEP 3F
Enter requested information.

To enter additional volunteer service, click “Save and Add Another.”

When you’ve entered all of your volunteer service, click Save. (Clicking Save will return you to the Education and Work Experience page.)

Click Next to continue the application process.
Important Information: If a license or certification is required for the position, be sure to add it using the instructions below.

**STEP 4**
Click on the appropriate button to Add Licenses, Add Certifications, Add Language Skills or Add Job Related Skills.
Click Next when finished to continue.

Important Information: Add at least three references who are familiar with your work and answer several employment related questions. References should include at least two managers or supervisors.
Quick Reference: Applying for a Staff Position

STEP 5A
Click Add Reference to provide a reference’s name, title and contact information.
Click Add Reference again to add an additional reference.
Click Next to continue.

STEP 5B
Complete the Application Questionnaire by selecting the “Yes” or “No” radio button or entering comments for each question.
Click Next to continue.

Important Information: At this point in the application process you will be given the opportunity to voluntarily share information regarding disability, veteran status and diversity status. Provision of this information is voluntary; it assists Clemson University in complying with federal and state requirements, including Equal Employment Opportunity record keeping.
Important Information: Once your application has been successfully submitted, you will be taken to a confirmation page. If you wish to view or apply for additional jobs, click the Return to Job Search hyperlink at the bottom of the Application Confirmation page.

Application Confirmation

Yes! Your job application has been successfully submitted.

You have applied for the following job(s):

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Job ID</th>
<th>Location</th>
<th>Posting Date</th>
<th>Application Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of HR Systems</td>
<td>100013</td>
<td>Administrative Services Bldg</td>
<td>09/03/2015</td>
<td>09/15/2015</td>
</tr>
</tbody>
</table>

Your application has been successfully submitted. If you need to update your job application, you will need to reapply. If you wish to view the status of this job application, select the link to return to the Job Search page and review the My Activities section.
Quick Reference: Applying for a Staff Position

**TIP**

You can request that positions matching specific job titles be emailed to you when they are posted.

**Enter** a job title in the Name My Search field.

**Check** “Notify me when new jobs meet my criteria.”

**Enter** your email address.

**Click** Save.

---

On the My Activities page **click** the job title to view your submitted application. **Click** the Withdraw button to remove your application.

---

Access your My Activities page by logging into [http://www.clemson.edu/employment/](http://www.clemson.edu/employment/) and clicking on Employment Opportunities. My Activities is located in the My Notifications section.
Quick Reference: Applying for a Staff Position

**TIP**
You can email a job posting to a friend.
**Click** Email to Friend.
**Enter** the email address to which you want the posting sent.
**Click** Send.

**JEANNE CLERY ACT:**

The Jeanne Clery Disclosure Act requires institutions of higher education to disclose campus security information including crime statistics for the campus and surrounding areas. As a current or prospective Clemson University employee, you have a right to obtain a copy of this information for this institution. For more information regarding our Employment, Campus Safety and Benefits, please visit the Human Resources - Prospective Employees web page shown below:

http://www.clemson.edu/cc/humanresources/prospective/

Apply  Email to Friend  Refer a Friend

Return to Previous Page  Job Search | My Notifications | My Activities | My Favorite Jobs | My Saved Searches | My Contact Information
Offer Letter Process
Overview

This document outlines the steps the Human Resources (HR) partner takes to prepare and post a job offer in PeopleSoft.

| Request Background Check | Enter Offer Details | Receive Approvals | Post the Job Offer |

Initiate the Background Check Request

When you are notified that the hiring manager has selected a final candidate, the background check request process should begin. This process should run simultaneously with the preparation of the offer.

Submit the background check request, using the TrueScreen website. For detailed information on the background check request process, please see the Background Check Request for HR Partners user guide.
Enter the Offer Details

The offer letter process is found in the Recruitment section of PeopleSoft. To access Recruitment, log into PeopleSoft by following the steps below:

**Step 1**: Enter your Clemson user ID.

**Step 2**: Enter your Clemson password.

**Step 3**: Click Sign In.

**Step 4**: Select (A) Main Menu > (B) Recruiting > (C) Browse Job Openings.

Additional Information: You will be directed to the CUBS home page.
Step 5: (A) Select the appropriate status from the drop-down menu OR if you have the job opening ID, enter it in the Job Opening ID field and clear the Status field. (B) Click Search. (Candidates usually have a status of either Interview or Offer.)

Step 6: Select the job posting title to access the job opening.

Step 7: (A) Find the name of the applicant to whom you wish to extend the job offer, and (B) click Other Actions. Select (C) “Recruiting Actions” and then (D) “Prepare Job Offer.”
**Additional Information:** Verify the position information, including the position number and job code. Be sure the hiring manager information is accurate, as this will drive the level one and level two approvals of the offer letter.

**Step 8:** Under Job Offer Components, select the offer component from the drop-down menu followed by the offer amount and frequency, and enter or select the Start Date and the Offer Expiration Date. Ensure the salary information is within the approved range provided during the Request phase via Tiger Talent.

**Additional Information:** The offer components can include: Base Salary – Required; Grad Assistants – Optional (Faculty only); Relocation – Optional; H1B Sponsorship – Optional (Faculty only); Startup Money – Optional (Faculty only); Summer Salary – Optional (Faculty only); and Supplemental Pay – Optional (entered as a percent – e.g., 10%).

**Step 9:** Choose the type of offer letter from the drop-down menu.

**Step 10:** Click “Save as Draft.”

**Additional Information:** Saving via “Save as Draft” is required before you can edit the letter and it will safeguard your entries as you work.

**Step 11:** To edit the offer letter, select Edit Offer.

**Step 12:** To generate an offer letter for approval, either select the Generate Letter button, which will create a letter using the Clemson templates, or click the Upload Letter button, which will allow you to upload your own custom letter.

**Additional Information:** Do not enter a date in the Date Printed field. The date automatically populates when a letter is generated. If you accidentally populate this field and save, the Generate Letter button will be disabled. If this happens, clear the Date Printed field and save as draft. This will re-enable the Generate Letter button.
Step 13: If you chose to generate a letter using Clemson templates, a window should pop up displaying the generated offer letter. Verify the content of the offer letter, including the candidate's name, position title, department, division, supervisor, work hours, start date, full- or part-time status and FLSA status. Also verify the starting salary and the offer expiration date.

Additional Information: If the generated offer letter does not automatically open, you may need to change your browser setting to allow pop-ups. As an alternative, if the generated letter does not pop up, you can click the Offer Letter link in the Offer Attachment section.

Step 14: Make any necessary edits (e.g., enter the full department name, change any ampersands to “and,” spell out the supervisor’s full title and remove all highlighting).

Step 15: Save the letter as a PDF document to your desktop using the following naming convention: candidate’s name - offer letter. Once the letter is saved, select the Add Applicant Attachment button in the Offer Attachment section of PeopleSoft to upload the edited letter.

Additional Information: Use the checkbox below to ensure you have not missed any important information.
Step 16: From Microsoft Word, to save as a PDF, click Save As from the file menu and then in the Save as Type field, choose .PDF, and then click Save.

Step 17: On the Prepare Job Offer page, select Save as Draft and then Edit Offer.

Step 18: Prior to uploading your new letter, delete the original generated letter by clicking the trash can icon.

Step 19: Upload the revised offer letter using the Upload Letter button.

Step 20: Upload any other relevant attachments, such as the approved position description, time limited position acknowledgement, tenure forms, etc., by clicking the Add Applicant Attachment button.
Step 21: Select Submit for Approval to send the offer letter to the hiring manager, budget officer, hiring manager’s supervisor and next level supervisor for approval prior to its being sent to Classification and Compensation for a salary review.

Step 22: If hiring for a faculty position, the provost will automatically be added as an approver. You will need to add the search committee chair as an approver by clicking the Approvals Tab and then clicking the plus icon.
Step 23: The HR partner will receive email notifications (see below) as approvals are completed.

Post the Offer Letter
Once the offer letter has been fully approved, you will receive an email notification that the background check has been cleared and the offer letter can be posted for the applicant to view. To post the offer letter, follow the steps below:

Step 1: Enter your Clemson user ID into PeopleSoft.
Step 2: Enter your Clemson password.
Step 3: Click Sign In.

Step 4: Select Main Menu > Recruiting > Search Job Openings.
Step 5: (A) In the Search Job Openings status field, choose offer. (B) Click Search.

Step 6: Select the position title to open the job opening information.

Step 7: Under the applicant’s tab, find the name of the applicant who will receive the job offer and select Other Actions. Under Other Actions, select “Recruiting Actions” and then “Prepare Job Offer.”
Step 8: To post the job offer via PeopleSoft, (A) check the Notify Applicant box and (B) select Post.

Additional Information: In the next step, you will have a final opportunity to review the offer before the offer letter is sent to the candidate.

Step 9: Review the offer details on the Post Online Job Offer page to ensure the position information, the job offer components (including the base salary and the attachments) are accurate. Ensure the approved position description is attached if making an offer for a staff position.

Step 10: If the candidate needs to take action on any of the attachments, check the Action Required box. This notifies the candidate that the attachment must be completed and returned.

Step 11: Verify the descriptions of the attachments, as the descriptions act as the titles the candidate will see.

Step 12: Click Submit to post the offer. You will receive a message confirming that the offer has been posted.
Once the candidate has accepted the offer via PeopleSoft, the hire entry can be completed. Please see the Hire Transactions user guide for more information.
**Important Information:** When you are notified that the hiring manager has selected a final candidate, the background check request process should begin. This process should run simultaneously with the preparation of the offer letter. Submit the background check request, using the TrueScreen website. For detailed information on the background check request process, please see the Background Check Request for HR Partners user guide.

**STEP 1**
**Sign In** to PeopleSoft using your Clemson User ID and Password.

**STEP 2**
**Navigate** to Main Menu > Recruiting > Browse Job Openings.
Quick Reference: Offer Letter Process

STEP 3
Select the appropriate status from the drop-down menu.

OR
If you have the job opening ID, enter it in the Job Opening ID field and clear the Status field.

Click Search.

Important Information: Candidates usually have a status of either Interview or Offer.

STEP 4
Select the job posting title to access the job opening.

STEP 5
Find the name of the applicant to whom you wish to extend the job offer.
Click Other Actions.
Select Recruiting Actions and then select Prepare Job Offer.
**Quick Reference:**

**Offer Letter Process**

**Important Information:** Verify the position information, including the position number and job code. Be sure the hiring manager information is accurate, as this will drive the level one and level two approvals of the offer letter. Ensure the salary information is within the approved range provided during the Request phase via Tiger Talent.

Saving the transaction via “Save as Draft” is REQUIRED before you can edit the letter. Doing so will safeguard your entries as you work.

**STEP 6A**
Enter the Start Date and the Offer Expiration Date.

**STEP 6B**
Click Add Offer Component. Select a desired offer component from the drop-down menu followed by the offer amount and frequency. (Repeat for each desired offer component.)

**STEP 6C**
Choose the type of offer letter from the drop-down menu. Click “Save as Draft.”

**Important Information:** The offer component options include: Base Salary – Required; Grad Assistants – Optional (Faculty only); Relocation – Optional; H1B Sponsorship – Optional (Faculty only); Startup Money – Optional (Faculty only); Summer Salary – Optional (Faculty only); and Supplemental Pay – Optional (entered as a percent – e.g., 10%).

To make changes to the offer letter, click the Edit Offer hyperlink.
**Important Information:** If you chose to generate a letter using Clemson templates, a window will open displaying the generated offer letter. Verify the content of the offer letter, including the candidate’s name, position title, department, division, supervisor, work hours, start date, full- or part-time status and FLSA status. Also verify the starting salary and the offer expiration date.

If the generated offer letter does not automatically open, you may need to change your browser setting to allow pop-ups. As an alternative, if the generated letter does not pop up, you can click the Offer Letter link in the Offer Attachment section.
STEP 8
Edit the letter as needed (e.g., enter the full department name, change any ampersands to “and” and spell out the supervisor’s full title). Remove all highlighting.

STEP 9
To save the letter as a PDF document, click File then click Save As.

STEP 10
Choose .PDF in the Save as Type field. Enter the file name. Click Save.

TIP
Save the letter as a PDF document to your desktop using the following naming convention: candidate's name - offer letter.
Quick Reference: Offer Letter Process

**STEP 1A**
Prior to uploading your revised offer letter, **click** Save as Draft then **click** Edit Offer.

**STEP 1B**
Delete the original generated letter by **clicking** the corresponding trash can icon.

**STEP 1C**
**Click** Upload Letter to upload the revised offer letter.

**STEP 1D**
**Click** Add Applicant Attachment to add attachments (e.g., position description, time-limited acknowledgement, etc.).

**STEP 12**
**Click** the Submit for Approval hyperlink to begin the approval process. (This action sends the offer letter to the hiring manager, budget officer, hiring manager’s supervisor and next level supervisor for approval prior to its being sent to Classification and Compensation for a salary review.)

The HR partner will receive email notifications as approvals are completed.
Important Information: Once the offer letter has been fully approved, you will receive email notification that the background check has cleared and the offer letter can be posted for the applicant to view.

**STEP 1**
**Sign In** to PeopleSoft using your Clemson User ID and Password.

**STEP 2**
**Navigate** to Main Menu > Recruiting > Browse Job Openings.
Quick Reference: Offer Letter Process

**STEP 3**
Select the appropriate status from the drop-down menu.

**OR**
If you have the job opening ID, enter it in the Job Opening ID field and clear the Status field.

**Click** Search.

**STEP 4**
Select the job posting title to access the job opening.

**STEP 5**
Find the name of the applicant to whom you wish to extend the job offer.

**Click** Other Actions.

**Select** Recruiting Actions and then **select** Prepare Job Offer.

**STEP 6**
Check the Notify Applicant box and **click** Post. (This action will post the offer in PeopleSoft and notify the applicant.)

**Important Information:** In the next step, you will have a final opportunity to review before the offer letter is sent to the candidate.
**Important Information:** Review the offer details on the Post Online Job Offer page to ensure the position information, the job offer components (including the base salary and the attachments) are accurate. Ensure the approved position description is attached if making an offer for a staff position.

**STEP 7**

- **Check** the Action Required box for any attachment on which the candidate will need to take action. (This notifies the candidate that the attachment must be completed and returned.)
- **Verify** the descriptions of the attachments. (The descriptions act as the titles the candidate will see.)
- **Click** Submit to post the offer. (You will receive a message confirming that the offer has been posted.)

**Important Information:** Once the candidate has accepted the offer via PeopleSoft, the hire entry can be completed. Please see the *Hire Transactions* user guide for more information.
Important Information: If you are selected for a position at Clemson University, you will receive email notification that a job offer is available for your review. The instructions below will assist you in accessing the offer.

**STEP 1A**
Access your job offer by clicking the hyperlink included in the email notification.

**STEP 1B**
Navigate to the Clemson Website by going to [http://www.clemson.edu/employment/](http://www.clemson.edu/employment/) and clicking on Employment Opportunities.
Quick Reference: Accepting an Employment Offer

STEP 2
Log In using your user ID and password.

STEP 3
Click My Notifications on the Careers page.

STEP 4
Click View Offer in My Notifications.
Quick Reference: Accepting an Employment Offer

**STEP 5**
Click the Offer Letter hyperlink to review the job offer details. This will open the offer letter as a PDF document.

**STEP 6**
Review all other attachments. Documents marked Action Required must be completed and returned to Clemson University in person or by uploading them here.

**STEP 7**
Check the acknowledgement stating you have reviewed and understand the job offer. **Click** Accept to accept the job offer OR Reject to decline the offer.

**STEP 8**
Click Upload documents if you want to submit documents here.

**STEP 9**
Click Choose File and **select** the file you want to upload. Click Upload.
Quick Reference:
Accepting an Employment Offer

**Important Information:** You will be prompted to rename the file (if desired).

**STEP 10**
If you want to change the file name, enter the new file name in the Description text box and click OK to upload the document.

**STEP 11**
Select the documents you want to submit to Clemson University and click Send Selected to Recruiter. You can delete documents by clicking the corresponding trash can icon.

**Note:**
A confirmation message of your acceptance will display.

Dear Test Attach,

Your application status has been changed to 071 Offer Accepted for Job Opening (100159) Administrative Assistant.

(This message was automatically generated. Please do not respond.)

**Important Information:** If the offer letter does not appear after you hit Print, check that your browser's pop-up blocker is off.
Important Information: Once an offer letter has been created and requires approval, you will be notified via email. Using the link in the email, log into PeopleSoft using your Clemson user ID and password. PeopleSoft will open displaying the Offer Details screen.

**STEP 1**
Review the offer letter by selecting the link under the Attachments section. The letter will open as a Word or PDF document.
Quick Reference: Approving an Offer Letter

**STEP 2**
If the offer letter does not need editing, **select** the Approvals tab to approve. (See instructions below if the letter needs editing.)

**Enter** any comments (additional information for the applicant).

**Click** Submit.

---

**Important Information:** The offer letter will continue through the approval process. Once all approvals are received, the division’s HR partner will post the job offer. PeopleSoft will notify the final candidate that an offer has been extended and is available for review.

If the offer letter requires changes or edits:

**Edit** the letter and **email** a revised version to your division’s Human Resource (HR) partner. You will be **notified** when the revised letter is ready for approval.

When the letter is ready for approval, the HR partner will upload the letter to be routed through the approval process.
Overview

The process by which a hire is entered into PeopleSoft is dependent on 1) the type of position, 2) whether a job opening was created for the position and 3) the individual’s employment history with Clemson University. This document outlines the steps Human Resources (HR) partners perform to enter various types of hire transactions in PeopleSoft.

Determine the Type of Hire

When a new, existing, or returning faculty or staff member accepts a new position at Clemson University, the HR partner must determine what type of hire entry is appropriate for the individual.

Additional Information: The types of hire entries include:
- Manage Hires
- Add a Person
- Rehires
- Add Employment Instance

Please note: Guidance for processing non-paid workers and promotions/demotions and transfers is available in separate documents. For non-paid workers (contingent workers or persons of interest) see the Processing a Non-Paid Worker user guide. For promotions/demotions and transfers is the Promotions/Demotions and Transfers quick reference.

Manage Hire is the hire type used when a job opening has been created for the position. See the Manage Hires section (page 3) for more information.

- Job openings are generally created for the following position types when the position will be posted and recruited for: faculty or staff full-time equivalent (FTE), time-limited (TLP), temporary-grant (TGP), temporary or intermittent.

Add a Person is the hire type used when a position is not posted and a job opening has not been created. See the Add a Person section (page 16) for more information.

- Add a Person is generally used for a student hire or an employee who is being waived into a position. Add a Person can be used to complete a hire entry for the following types of position when the position was not
posted or recruited for: faculty or staff full-time equivalent (FTE), time-limited (TLP), temporary-grant (TGP), temporary or intermittent.

Rehire is the hire type used when the individual being hired into the position has previously worked for Clemson University and a job opening has not been created for the position. See the Rehire section (page 28) for more information. Note: If a job opening has been created, please use Manage Hires to process this hire transaction.

Add Employment Instance is the hire type used to add an additional job for an employee who is already employed by Clemson University. See the Add Employee Instance section (page 37) for more information.

- Add Employment Instance is generally used for student employees who are working multiple part-time jobs across several departments.

Manage Hires

**Step 1:** To hire a faculty or staff member through Manage Hires, log in to PeopleSoft using your (A) Clemson user ID and (B) password, then click (C) Sign In.

**Step 2:** Navigate to Main Menu > (A) Workforce Administration > (B) Personal Information > (C) Manage Hires.

**Additional Information:** You will be directed to the Manage Hires page.
**Step 3:** Select “Source” from the Select Transactions Where drop-down menu.

**Step 4:** Select “Recruiting Solutions” from the Equals drop-down menu and click Refresh.

**Additional Information:** A list of candidates ready to be hired will appear in the Hire Transactions section.

**Step 5:** Click the hyperlink for the name of the candidate to be hired.

**Additional Information:** You will be taken to the Manage Hires Detail page.
Step 6: Under the Job section, review the position information to ensure that you have accessed the correct position.

Step 7: (A) Select “Hire” from the Type of Hire drop-down menu and (B) enter the effective date the employee will begin work in the Desired Start Date text box. (If rehiring a previous employee, enter their Clemson Employee ID number in the Empl ID text box.)

Step 8: If hiring a new employee, select Create new Org Instance in the Org Instance section. If rehiring a previous Clemson employee, select Use existing Org Instance.

Step 9: If hiring a new employee (no work history with Clemson University), select Create New Assignment to create a new position record. If rehiring a previous Clemson employee, select Use Existing Assignment.

Additional Information: The offer letter details, as well as any specific comments related to the candidate, will be included in the Hire Information section.

Step 10: Click Add Person to have the employee's personal information defaulted into the PeopleSoft record.

Additional Information: If the employee's personal information is on file or was included on their application, the biographical details will automatically populate into the PeopleSoft record. If the employee's personal information is not on file, you will need to enter this information into the PeopleSoft record.
**Step 11:** Under the Biographical Details tab, enter today’s date. **Note:** you will be able to change the effective date to the date of hire in the Job Data section.

**Step 12:** The Display Name will show the name listed on the application. If the display name does not match the name on the employee’s social security card, you will need to edit the name in PeopleSoft such that they are exactly the same. To edit the name, click Add Name and complete the appropriate fields.

**Step 13:** In the Biographic Information section, enter all requested information.

**Step 14:** In the Biographical History section, select the Gender, Highest Education Level and Marital Status.

**Step 15:** In the National ID section, select “Social Security Number” from the National ID Type drop-down menu. Enter the social security number (no dashes) in the National ID field.
**Step 16:** Select Add Address Details and then Add Address to enter the employee’s address information. Enter all requested address information in the Edit Address section and click OK. At least one home address must be listed.

**Step 17:** Select from the Phone Type drop-down menu and enter the telephone number. At least one number must be checked as preferred.

**Step 18:** Select from the Email Type drop-down menu and enter the email address. Do not check a preferred email address as PeopleSoft will automatically generate a business email address overnight.
**Step 19:** Click the Regional tab, then enter (A) the ethnic group and (B) the military status, if known.

**Step 20:** Click the Organizational Relationships tab, check Employee and click Add Relationship.
**Step 21:** Click the Work Location tab and enter the Effective Date (Hire Date) the employee will begin work. If hiring a new employee, this should match the effective date provided in the personal information.

**Step 22:** Verify/select the Action and Reason from the Action and Reason drop-down menus.

- If hiring a new employee (no work history with Clemson University):
  - Action = Hire
  - Reason = New Hire, Temporary Assignment, Temporary Grant or Time-limited (based on the type of position being hired into)
- If hiring a previous Clemson employee
  - Action = Rehire
  - Reason = Rehire
- If hiring a current employee into a different position:
  - Please refer to the *Promotion/Demotion and Transfer* user guide for instructions.

**Step 23:** Verify the position number.
**Step 24:** Click the Job Information tab. Verify that the Job Code, Reports To, Regular/Temporary, Full/Part, Classified Ind and Standard Hours fields are correctly populated. Verify the listed supervisor.

**Step 25:** Choose the appropriate employee class from the Empl Class drop-down menu.

**Additional Information:** Do not change the FLSA or EEO class information.
Step 26: Click the Payroll Information tab and choose the applicable Pay Group from the options provided using the magnifying glass.

Pay groups include:

- 12H—applicable for positions being paid by the hour
- 12L—applicable for positions being paid an annual salary
- FED—applicable for positions designated as federal
- INT—applicable for intermittent positions where the majority of the work time is spent teaching
- 9MA—applicable for positions set up as 9-month (i.e., faculty)

Step 27: Click on the Compensation tab and select the Rate Code.

- NAANNL is used to establish an annual base salary rate.
- NAHRLY is used to establish an hourly base salary rate.

Step 28: Enter the Comp Rate, which is either the employee’s annual salary or the hourly rate (if paid by the hour).

Step 29: Ensure the Frequency is the same in the Compensation section and the Pay Components section.

Step 30: Click Calculate Compensation.
**Step 31:** Click on the Employment Data tab and verify (A) the Business Title and (B) the Position Phone number.

![Employment Data](image1)

**Step 32:** Click on the CU Business Addr tab and enter the business address.

![CU Business Addr](image2)
Step 33: Choose the Earnings Distribution tab and enter the account codes.
Step 34: Select either “By Percent” or “By Amount” as the Earnings Distribution Type.
Step 35: Enter the Percent of Distribution or the Amount for each account code.
Step 36: Click Edit Account Code to enter the combination code.
Step 37: To add additional account numbers, click the plus icon and enter the account information.
Additional Information: The earnings distribution must equal 100 percent or the full amount of the overall salary.

Step 38: Select the Benefits Program Participation tab and enter (A) the Effective Date (Hire Date) and (B) the appropriate Benefit Program Participation code. The program code will dictate the benefits, leave options and retirement options available to the employee. The Benefit Program options include:

- 9MO for 9-Month faculty members
- GRD for any graduate students
- GST for faculty and staff on a grant
- NEL for undergraduate students, adjunct employees or others who are not eligible for any type of benefit
- STA for employees in an FTE position
- TLR for employees in a time-limited position
- TMP for employees in a temporary or intermittent position

Additional Information: Ensure the effective date in the Benefits Program Participation section matches the effective date in the hire record.
**Step 40:** Select the CU Review/Tenure Status tab to enter the new employee’s next review date or tenure information.

**Step 41:** If you are hiring a staff member into an FTE position (classified or administrative unclassified) enter the “Next Review Date.” This date should be one year from the date of hire if this is a new staff member.

**Step 42:** If you are hiring a tenure-track faculty member, update the faculty tenure status by entering the Clemson Faculty Rank Date and Clemson Faculty Rank. Choose the appropriate tenure status and penultimate/post-tenure review date. If the faculty member already has tenure established, enter the Clemson Tenure Date.

**Step 43:** Click Ok to be taken to the vault matching page. The employee’s ID number and personal information appear on the page.
**Step 44:** Click Find to determine if a CUID already exists for this employee.

**Step 45:** If a match is found, verify the birthdate and social security number to ensure the found CUID belongs to this individual. If so, click the radio button and click OK to link the employee ID and Clemson ID number.

**Step 46:** If no matches are found, click Create New Identity in Vault.

**Additional Information:** If it is necessary to enter an ACA Override Type for this employee, please refer to the ACA Override Type quick reference for instructions.
Add a Person

Add a Person is the hire type used for the following position types when they are not posted: regular classified, faculty, administrative, unclassified, temporary, time-limited, and temporary positions. Add a person is also used for student hires (both undergraduate and graduate), intermittent hires, and non-paid workers (contingent and person of interest).

Step 1: To access Add a Person to hire a faculty or staff member, log in to PeopleSoft using your (A) Clemson user ID and (B) password, then click (C) Sign In.

Step 2: Navigate to (A) Main Menu > (B) Workforce Administration > (C) Personal Information > (D) Add a Person.
**Step 3:** Click Add Person to enter the employee’s personal information into the PeopleSoft record.

**Add a Person**

*Person ID: NEW*

- Add Person
- Search for Matching Persons

**Additional Information:** You will be directed to the Biographical Details page.

**Step 4:** Under Biographic Information, enter all requested information.

**Step 5:** Under the Biographical History section, select the Gender, Highest Education Level and Marital Status.

**Step 6:** Under the National ID section, select “Social Security Number” from the National ID Type drop-down and enter the social security number (no dashes) in the National ID field.
Step 7: Select Add Address Details then Add Address to enter the employee’s address information. Enter the address and click OK. At least one home address must be listed.

Step 8: Select from the Phone Type drop-down menu and enter the telephone number. At least one number must be checked as preferred.

Step 9: Select from the Email Type drop-down menu and enter the email address. Do not check a preferred email address, as PeopleSoft will automatically generate a business email address overnight.
**Step 10:** Click the Regional tab, and enter (A) the ethnic group and (B) the military status if known.

![Image of Regional tab with Step 10A and Step 10B]

**Step 11:** Click the Organizational Relationship tab, and check Employee then click Add Relationship.

![Image of Organizational Relationship tab with Step 11]
Step 12: Click the Work Location tab and enter the Effective Date (Hire Date) the employee will begin work. If hiring a new employee, this should match the effective date provided in the personal information.

Step 13: Verify/select the Action and Reason from the Action and Reason drop-down menus.

- If hiring a new employee (no work history with Clemson University):
  - Action = Hire
  - Reason = New Hire, Temporary Assignment, Temporary Grant or Time-limited (based on the type of position being hired into)
- If hiring a previous Clemson employee
  - Action = Rehire
  - Reason = Rehire
- If hiring a current employee into a different position:
  - Please refer to the Promotion/Demotion and Transfer user guide for instructions.

Step 14: Verify the position number.
**Step 15:** Click the Job Information tab. Verify that the Job Code, Reports To, Regular/Temporary, Full/Part, Classified Ind and Standard Hours fields are correctly populated. Verify the listed supervisor.

**Step 16:** Choose the appropriate employee class from the Empl Class drop-down menu.

**Additional Information:** Do not change the FLSA or EEO class information.
Step 17: Click the Payroll Information tab and choose the applicable Pay Group from the options provided using the magnifying glass.

Pay groups include:

- 12H—applicable for positions being paid by the hour
- 12L—applicable for positions being paid an annual salary
- FED—applicable for positions designated as federal
- INT—applicable for intermittent positions where the majority of the work time is spent teaching
- 9MA—applicable for positions set up as 9-month (i.e., faculty)
**Step 18:** Click on the Compensation tab and select the Rate Code.

- NAANNL is used to establish an annual base salary rate.
- NAHRLY is used to establish an hourly base salary rate.

**Step 19:** Enter the Comp Rate, which is either the employee’s annual salary or the hourly rate (if paid by the hour).

**Step 20:** Ensure the Frequency is the same in the Compensation section and the Pay Components section.

**Step 21:** Click Calculate Compensation.

**Step 22:** Click on the Employment Data tab and verify (A) the Business Title and (B) the Position Phone number.
Step 23: Click on the CU Business Addr tab and enter the business address.

![Image of CU Business Addr tab]

Step 24: Choose the Earnings Distribution tab and enter the account codes.

Step 25: Select either “By Percent” or “By Amount” as the Earnings Distribution Type.

Step 26: Enter the Percent of Distribution or the Amount for each account code.

Step 27: Click Edit Account Code to enter the account, fund, department, program code, class field and project grant numbers.

Step 28: To add additional account numbers, click the plus icon and enter the account information.

Additional Information: The earnings distribution must equal 100 percent or the full amount of the overall salary.
Step 29: Select the Benefits Program Participation tab and enter (A) the Effective Date (Hire Date) and (B) the appropriate Benefit Program Participation code. The program code will dictate the benefits, leave options, and retirement options available to the employees. The Benefits Program Participation options include:

- 9MO for 9-Month faculty members
- GRD for any graduate students
- GST for faculty and staff on a grant
- NEL for undergraduate students, adjunct employees or others who are not eligible for any type of benefit
- STA for employees in an FTE position
- TLR for employees in a time-limited position
- TMP for employees in a temporary or intermittent position

Additional Information: Ensure that the effective date in the Benefit Program Participation section matches the effective date in the hire record.
**Step 30:** Select the CU Review/Tenure Status tab to enter the new employee’s next review date or tenure information.

**Step 31:** If you are hiring a staff member into an FTE position (classified or administrative unclassified) enter the Next Review Date. This date should be one year from the date of hire if this is a new staff member.

**Step 32:** If you are hiring a tenure-track faculty member, update the faculty tenure status by entering the Clemson Faculty Rank Date and Clemson Faculty Rank. Choose the appropriate tenure status and penultimate/post-tenure review date. If the faculty member already has tenure established, enter the Clemson Tenure Date.

**Step 33:** Select Ok to be taken to the vault matching page. The employee’s ID number and personal information appear on the page.
**Step 34:** Select Find to determine if a CUID already exists for this employee.

**Step 35:** If a match is located, verify the birthdate and social security number to ensure the found CUID belongs to this individual. If so, click the radio button and click OK to link the employee ID and Clemson ID number.

**Step 36:** If no matches are found, select Create New Identity in Vault.

**Additional Information:** If it is necessary to enter an ACA Override Type for this employee, please refer to the ACA Override Type quick reference for instructions.
Rehire

Rehire is used to hire a faculty, staff or student who had previously been employed by Clemson University, when no job opening has been created for the position.

**Step 1:** To access Rehire to hire a faculty or staff member, log in to PeopleSoft using your (A) Clemson user ID and (B) password, then click (C) Sign In.

**Step 2:** Navigate to (A) Main Menu > (B) Workforce Administration > (C) Job Information > (D) Job Data to access the employee's record.
**Step 3:** In the Search Criteria section, enter the employee’s Empl ID, Name, National ID or Clemson University XID number.

**Step 4:** Click Search to see the employee’s job record.

**Additional Information:** If your search results in more than one record, verify the information on the record you select.
Step 5: Click the plus icon on the Work Location tab to add a new history row.

Step 6: Enter the Effective Date (Hire Date).

Step 7: If the hire date is the same as the previous termination date, change the effective sequence to one number about the previous row.

Step 8: Choose (A) Rehire as the Action and (B) Rehire as the Reason from the drop-down menus.

Step 9: Verify the position number and title.

- If hiring into a temporary assignment, temporary grant, or time-limited position, enter the position number.
- If hiring a student or intermittent employee, enter the department number.
Step 10: Click the Job Information tab and verify the information in the Job Code, Regular/Temporary, Full/Part, Classified Ind and Standard Hours fields. Verify the supervisor’s information.

Step 11: Choose the appropriate Employee Class from the drop-down menu.

Additional Information: Do not change the FLSA or EEO class information.
Step 12: Click the Payroll Information tab and choose the applicable Pay Group from the list provided.

Pay groups include:

- 12H—applicable for positions being paid by the hour
- 12L—applicable for positions being paid an annual salary
- FED—applicable for positions designated as federal
- INT—applicable for intermittent positions where the majority of the work time is spent teaching
- 9MA—applicable for positions set up as 9-month (i.e., faculty)

Step 13: Click on the Compensation tab and select the Rate Code.

- NAANNL is used to establish an annual base salary rate.
- NAHRLY is used to establish an hourly base salary rate.

Step 14: Enter the Comp Rate, which is either the employee’s annual salary or the hourly rate (if paid by the hour).

Step 15: Ensure the Frequency is the same in the Compensation section and the Pay Components section.

Step 16: Click Calculate Compensation.
**Step 17:** Click the Employment Data tab and verify (A) the Business Title and (B) the Position Phone number.

![Employment Data](image1)

**Step 18:** Click on the CU Business Addr tab and enter the business address.

![Business Address](image2)
**Step 19:** Choose the Earnings Distribution tab and enter the account codes.

**Step 20:** Select either “By Percent” or “By Amount” as the Earnings Distribution Type.

**Step 21:** Enter the Percent of Distribution or the Amount for each account code.

**Step 22:** Click Edit Account Code to enter the account, fund, department, program code, class field, and project grant numbers.

**Step 23:** To add additional account numbers, click the plus icon and enter the account information.

**Additional Information:** The earnings distribution must equal 100 percent or the full amount of the overall salary.
Step 24: Select the Benefits Program Participation tab and enter (A) the Effective Date (Hire Date) and (B) the appropriate Benefit Program code. The program code will dictate the benefits, leave options and retirement options available to the employee. The Benefit Program code options include:

- 9MO for 9-month faculty members
- GRD for any graduate students
- GST for faculty and staff on a grant
- NEL for undergraduate students, adjunct employees or others who are not eligible for any type of benefit
- STA for employees in an FTE position
- TLR for employees in a time-limited position
- TMP for employees in a temporary or intermittent position

Additional Information: Ensure the effective date in the Benefit Program Participation section matches the effective date in the hire record.
**Step 25:** Select the CU Review/Tenure Status tab to enter the new employee’s next review date or tenure information.

**Step 26:** If you are hiring a staff member into an FTE position (classified or administrative unclassified) enter the Next Review Date. This date should be one year from the date of hire if this is a new staff member.

**Step 27:** If you are hiring a tenure-track faculty member, update the faculty tenure status by entering the Clemson Faculty Rank Date and Clemson Faculty Rank. Choose the appropriate tenure status and penultimate/post-tenure review date. If the faculty member already has tenure established, enter the Clemson Tenure Date.

**Additional Information:** If it is necessary to enter an ACA Override Type for this employee, please refer to the ACA Override Type quick reference for instructions.
Add Employee Instance (Add Additional Job)

Add Employee Instance is the hire type used when hiring an existing employee into an additional job. This is mainly used for students.

**Step 1:** To access Add employee Instance, log in to PeopleSoft by entering your (A) Clemson user ID and (B) password, then click (C) Sign In.

**Step 2:** Navigate to Main Menu > (A) Workforce Administration > (B) Personal Information > (C) Person Organizational Summary to determine the next employment record number to use.
Step 3: In the Search Criteria section, enter the employee’s Empl ID, Name or National ID.

Step 4: Click Search to see the employee’s job history.

Additional Information: If your search results in more than one record, verify the information to be sure you select the correct record.

Step 5: Click View All to see all Empl Rcd Nbr’s (Employment Record Numbers).
**Step 6:** Navigate to (A) Main Menu > (B) Workforce Administration > (C) Job Information > (D) Job Data to access the employee’s record.

**Step 7:** Enter (A) the employee’s Empl ID and (B) the next Empl Rcd Nbr.

**Step 8:** Click Add Relationship.
**Step 9:** Click on the Work Location tab to begin entering the position information.

**Step 10:** Click the plus icon to add a new row and enter the Effective Date (Hire Date).

**Step 11:** If the hire date is the same as the previous termination date, change the effective sequence to one number above the previous row.

**Step 12:** Choose Hire from the Action drop-down menu.

**Step 13:** Choose Additional Job from the Reason drop-down menu.

**Step 14:**
(A) If hiring into a temporary assignment, temporary grant or time-limited position, enter the position number.

**OR**

(B) If hiring a student or intermittent employee, enter the department number.
**Step 15:** Click the Job Information tab and verify the information in the Job Code, Regular/Temporary, Full/Part, Classified Ind and Standard Hours fields. Verify the supervisor’s information.

**Step 16:** Choose the appropriate employee class from the Empl Class drop-down menu.

**Additional Information:** Do not change the FLSA or EEO class information.
**Step 17:** Click the Payroll Information tab and choose the applicable Pay Group from those provided.

Pay groups include:

- 12H—applicable for positions paid by the hour
- 12L—applicable for positions paid an annual salary
- FED—applicable for positions designated as federal
- INT—applicable for intermittent positions where the majority of the work time is spent teaching
- 9MA—applicable for positions set up as 9-month (i.e., faculty)
**Step 18:** Click the Compensation tab and select the Rate Code.
- NAANNL is used to establish an annual base salary rate.
- NAHRLY is used to establish an hourly base salary rate.

**Step 19:** Enter the Comp Rate, which is either the employee’s annual salary or the hourly rate (if paid by the hour).

**Step 20:** Ensure the Frequency is the same in the Compensation section and the Pay Components section.

**Step 21:** Click Calculate Compensation.

**Step 22:** Click the Employment Data tab and verify (A) the Business Title and (B) the Position Phone number.
Step 23: Click on the CU Business Addr tab and enter the business address.

Step 24: Choose the Earnings Distribution tab and enter the account codes.

Step 25: Select either “By Percent” or “By Amount” as the Earnings Distribution Type.

Step 26: Enter the Percent of Distribution or the Amount for each account code.

Step 27: Click Edit Account Code to enter the account, fund, department, program code, class field, and project grant numbers.

Step 28: To add additional account numbers, click the plus icon and enter the account information.

Additional Information: The earnings distribution must equal 100 percent or the full amount of the overall salary.
**Step 29:** Select the Benefits Program Participation tab and enter (A) the Effective Date (Hire Date) and (B) the appropriate Benefit Program code. The program code will dictate the benefits, leave options and retirement options available to the employee. The Benefits Program code options include:

- 9MO for 9-month faculty members
- GRD for any graduate students
- GST for faculty and staff on a grant
- NEL for undergraduate students, adjunct employees or others who are not eligible for any type of benefit
- STA for employees in an FTE position
- TLR for employees in a time-limited position
- TMP for employees in a temporary or intermittent position

**Additional Information:** Ensure the effective date in the Benefit Program Participation section matches the effective date in the hire record.

**Additional Information:** If it is necessary to enter an ACA Override Type for this employee, please refer to the ACA Override Type quick reference for instructions.
Add Emergency Contact

**Step 1:** To add emergency contact information, log in to PeopleSoft using your Clemson user ID and password.

**Step 2:** Navigate to Main Menu > (A) Workforce Administration > (B) Personal Information > (C) Personal Relationships > (D) Emergency Contact.

**Step 3:** In the Search Criteria section, enter the employee’s Empl ID, Name or National ID.

**Step 4:** Click Search to see the employee’s emergency contact record.
Step 5: If you are entering emergency contact information for a new employee, enter the Contact Name and address.

Additional Information: If the emergency contact has the same address or phone number as the employee, check the checkbox. If the address and/or phone number is different from the employee’s, type the information into the appropriate area.

Step 6: Check the Primary Contact checkbox for the primary emergency contact. At least one primary contact is required.

Step 7: Enter the Contact Phone Number.

Step 8: Click Save to save the entry.

Additional Information: If you are adding emergency contact information for an existing employee, click the plus icon to add a new row then follow steps 6 through 8 above.

Step 9: Click on Other Phone Numbers to add an additional phone number. Click the plus icon to add more phone numbers in the Other Phone Numbers section.
**Add Driver’s License**

**Step 1:** To add driver’s license information, log in to PeopleSoft using your (A) Clemson user ID and (B) password, then click (C) Sign In.

**Step 2:** Navigate to Main Menu > (A) Personal Information > (B) Biographical > (C) Driver’s License Data.
**Step 3:** To add the driver’s license information for a new employee, type the driver’s license number, select the issuing country and state from the available options and select the license type from the available options. Click Save to save the record.

**Additional Information:** To add the driver’s license information for an existing employee, click the plus icon to add a new row and follow step 3 above.

Congratulations on your new hire. Entry of a hire into PeopleSoft will notify the Onboarding manager to start the onboarding process for your new employee.
Classification and Compensation: Profile Management
Overview
Profile Management is an application of PeopleSoft where approved position descriptions are housed. This document details instructions for accessing a position description (PD) and creating an editable version that will allow you to make changes.

Access Profile Management

Step 1: Log into PeopleSoft and select Main Menu, Workforce Administration, Profile Management, Profiles and Non-person Profiles.
Select a Profile

**Step 1:** Enter the Profile ID (position number) into the Profile ID box under Basic Search Criteria.

**Step 2:** Click Search to access the profile.

**Step 3:** To view the Non-person Profile, select the position title of the profile you want to view.
Print or Save the Document

**Step 1:** Click Print to display the position description. Once the PD is displayed, you can print and/or save the document.

**Step 2:** To print or save the PD, click File, then select Print to print the document or “Save as” to save the document to a file.
Create an Editable Document

**Step 1:** Right click on the document and select “Open with.”

**Step 2:** Choose Adobe Acrobat Pro or Acrobat DC to open the document.

Step 3: Once the document opens, click File then select “Properties” from the drop down box. This will allow you to change the security and create an editable document.
**Step 4:** Change the Security Method to “No Security” and click “OK.” When the warning box appears, click “OK.”

**Additional Information:** The document is now editable.

**Next steps:** To update the PD version currently in Profile Management, you will need to obtain the required approvals then process your edited PD through the documented Classification and Compensation procedure.
Retrieving Position Descriptions

**STEP 1**
Sign In to PeopleSoft using your Clemson user ID and password.

**STEP 2**
Navigate to Workforce Development > Profile Management > Profiles > Non-Person Profiles.
STEP 3
Enter the Profile ID (position number), including the leading zeros (e.g., 00001259).

STEP 4
Click Search to locate the position description (PD).

STEP 5
Select the position title next to the appropriate Profile ID (position number).
STEP 6 Click Print to display the PD.

Important Information: If the position description does not appear after you hit Print, you may need to turn off your browser pop-up blocker.

STEP 7 Select File then “Save as” from the drop-down box to save the PD as a file or to your desktop.
CreatingEditablePositionDescriptions

**STEP 1**
Right Click on the PD and choose “Open with.”

**STEP 2**
Choose Adobe Acrobat Pro or Adobe Acrobat DC to open the PD.

The PD will open when you click Adobe Acrobat Pro or Adobe Acrobat DC.

**STEP 3**
Select File.
Select “Properties” from the drop-down box to change the security.
The PD is now editable.

**STEP 4**
Click **OK** when the warning box appears.

**STEP 5**
Change the Security Method to "No Security."
Click **OK**.

**TIP**
If you are unable to Edit the position description, click Tools then **click Edit PDF** or **click** Tools then click Edit Text & Images under Content Editing (depending on your specific Adobe version).

**Next steps:** To update the PD version currently in Profile Management, you will need to obtain the required approvals then process your edited PD through the documented Classification and Compensation procedure.
STEP 1
Sign In to PeopleSoft using your Clemson user ID and password.

STEP 2
Navigate to Workforce Administration > Job Information > Job Data.
Quick Reference: Documenting Tenure or Review

**STEP 3**
Click the plus icon to add a row. Enter the effective date.

**STEP 4**
Select the appropriate Action and Reason codes from the drop-down boxes. (See Action/Reason information below.)

**STEP 5**
Select the CU Review/Tenure Status link to enter the review rating or the tenure information.

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### Action/Reason Information:

To enter a review rating during the Universal Review period, choose **Action**: Enter Review Rating and **Reason**: Enter Review Rating.

To enter a late review, choose **Action**: Enter Review Rating and **Reason**: Enter Late Review Rating.

To enter a Tenure Status Change, choose **Action**: Data Change and **Reason**: Tenure Change.

To enter a Penultimate/Post-Tenure Review Date Change, choose **Action**: Data Change and **Reason**: Enter Review.

To enter a correction to the Faculty Rank, choose **Action**: Data Change and **Reason**: Tenure Change.

*(NOTE: Faculty Rank Promotion must be processed through Classification and Compensation.)*
STEP 6A
Review Rating: Enter or select the requested information in the CU Review Rating Section. Click SAVE.

STEP 6B
Tenure Information: Enter or select the requested information in the CU Tenure Status / Date section. Click SAVE.
**Quick Reference: Direct Deposit**

**STEP 1**
**Sign In** to PeopleSoft using your Clemson user ID and password.

**STEP 2**
**Navigate** to Self Service > Payroll and Compensation > Direct Deposit.
**Quick Reference: Direct Deposit**

**Important Information:** When adding or editing account information, be sure to designate one account as your primary account by selecting Deposit Type “Balance of net pay.” If you fail to do so, the system will convert the account with the highest Deposit Order value to Deposit Type “Balance of Net Pay.”

**STEP 3**

**Click** OK to authorize Direct Deposit setup.

**Adding a New Account**

**STEP 1 (Add Account)**

**Click** Add Account to add account information.
STEP 2 (Add Account)
Enter the requested information in the Your Bank Information and Distribution Instructions sections. (See sample check below.) Click Submit.


**Editing an Account**

**STEP 1 (Edit Account)**

*Click* the pencil icon to change account information.

**STEP 2 (Edit Account)**

*Enter* the requested information in the Your Bank Information and Distribution Instructions sections. *Click* Submit.
Removing an Account

STEP 1 (Remove Account)
Click the trash can icon next to the account you wish to remove.

STEP 2 (Remove Account)
Click Yes - Delete to confirm removal of the account.
Quick Reference:
Updating W-4 Tax Information

You will be directed to the W-4 Tax Information page.

**Important Information:** Your W-4 defaults to Marital Status: Single and Allowances: 0 when you are hired at Clemson University.
Quick Reference: Updating W-4 Tax Information

**STEP 3**
Verify your person information that has automatically populated in the form.

**STEP 4**
Enter the total number of allowances you are claiming. Enter any additional amount you want withheld from each paycheck.

**STEP 5**
Select your marital status. Check the related boxes that apply to you.

**STEP 6**
Click Submit to save your entries.
Quick Reference: Updating W-4 Tax Information

You will receive a confirmation notification (see below).

**Important Information:** You are allowed to make changes to your W-4 once a day. If you attempt to enter changes more than once, the error message below will appear.
**Quick Reference:**
**W-2 and W-2c Online Consent and View**

**W-2/W-2c Consent/Consent Withdrawal**

**STEP 1**
Sign In to PeopleSoft Using your Clemson user ID and password.

**STEP 2**
Navigate to Self Service > Payroll and Compensation > W-2/W-2c Consent.
You will be asked to enter your Clemson Password to verify your identity.

**STEP 3 (Consent)**
Check the box indicating your consent to receive electronic W-2 and W-2c forms. Click Submit.

**STEP 4**
Enter your Clemson password to verify your identity. Click Continue.
Quick Reference:
W-2 and W-2c Online Consent and View

You will be asked to enter your Clemson Password to verify your identity.

STEP 5 (Withdraw consent)
Check the box to withdraw your consent to receive electronic W-2 and W-2c forms.
Click Submit.

STEP 6
Enter your Clemson password to verify your identity.
Click Continue.
**Viewing W-2/W-2c Online**

**STEP 1 (View)**
Navigate to Self Service > Payroll and Compensation > View W-2/W-2c Forms.

**STEP 2**
Click the Year End Form hyperlink to view your W-2 or W-2c or click the Filing Instructions. Click View a Different Tax Year to access previous W-2 or W-2c forms.
Quick Reference: View Paycheck

**STEP 1**
Sign In to PeopleSoft using your Clemson user ID and password.

**STEP 2**
Navigate to Self Service > Payroll and Compensation > View Paycheck.
Quick Reference: View Paycheck

STEP 3

Click the View Paycheck hyperlink for the paycheck you wish to view.

A copy of your paycheck stub will display. (Enable pop ups if you don’t see it.)
Overview: If you are considering applying for a new position or changing your deductions or your federal tax withholdings, Paycheck Modeler can calculate a hypothetical check based on changes you enter. Paycheck Modeler starts with your current information and allows you to manipulate your earnings, deductions and/or tax withholding status.

STEP 1
Sign In to PeopleSoft using your Clemson user ID and password.

STEP 2
Navigate to Self Service > Payroll and Compensation > Paycheck Modeler.
Quick Reference: Paycheck Modeler

STEP 3
Check “Yes, I have reviewed and agree to the terms and conditions” to agree to the terms and conditions. Click Let’s Get Started.

STEP 4
Click the pencil icon to change earnings. Click Next.
STEP 5
Enter the new, semi-monthly salary amount. Click OK.

STEP 6
Click Add Deductions to add a different type of deduction or skip to step 8. Click Next.
STEP 7
Select the desired Deduction from the menu by clicking the hourglass. Select Type of deduction (pre-tax or after-tax). Select Flat Amount or Percent Enter corresponding field. Click OK.

STEP 8
Click the pencil icon to change deduction amount. Click Next.
STEP 9
Enter the new, semi-monthly deduction amount. Click OK.

STEP 10
Click the pencil icon beside the federal or South Carolina tax jurisdiction to edit tax amounts. Click Next.
**STEP 11**
Enter requested federal tax withholding information. **Click** OK.

**STEP 12**
**Click** Calculate My Modeled Check to see your hypothetical paycheck.
Results Page is displayed

STEP 13
Click Print My Modeled Check to print a copy of your hypothetical check. Click Print My Changes to print the changes you entered into Paycheck Modeler.
Quick Reference:  
**My.clemson.edu**

**STEP 1**
Enter My.clemson.edu into your browser's address field.

**STEP 2**
Click on the headshot icon next to SUPPORT.
STEP 3
Click Login. Enter your Clemson user ID and password.

Important Information: Your Clemson user ID is the part of your Clemson email address prior to @clemson.edu (e.g., tiger@clemson.edu - tiger is the Clemson user ID).

STEP 4
Click the section of your profile you wish to edit.
**Name Change**

**Name**

**How do I change my name?**

If your name is misspelled in Directory, please send an email to ithelp@clemson.edu with the current spelling and the correct spelling.

You cannot change your legal name or SSN records through my.Clemson. If you change your legal name at any point (e.g. through marriage or divorce), you must follow the steps below to update your records through Clemson University.

If you are an employee or have ever been employed as a grad assistant or student worker, change your name and SSN through Human Resources. If you are a student and have never worked for the university, change your name and SSN through Registration Services.

**Human Resources:**

Bring your new Social Security card to the Human Resources Office, located at the Administrative Service Building.
**Mailing Address Change**

**STEP 1 (Address)**
Select Mailing to edit your mailing address. This is the only selection that will update your address in the Payroll system.

**STEP 2 (Address)**
Select EDIT to make changes to your mailing address.

To update your address for insurance or Retirement purposes please read the [Change of Address Information Page](#).
**Phone Number Change**

**STEP 1 (Phone)**
Select the phone number you wish to edit.

**STEP 3 (Address)**
Enter your address changes. Click SAVE.
Emergency Contact Change

STEP 1 (Contact)
Select the emergency contact you wish to edit.

STEP 2 (Contact)
Enter your new emergency contact information. Select relationship to contact from drop-down box. Click SAVE to retain your changes.

STEP 2 (Phone)
Enter your new phone number. Click SAVE to retain your changes.
TigerOne Photo Visibility

**STEP 1 (TigerOne)**
*Select* the level of visibility you desire for your TigerOne photo from the drop-down menu.
*Click* SAVE to retain your changes.

Security Questions

**STEP 1 (Security)**
*Select* **ADD NEW SECURITY QUESTION** or **ATTACH AN EMAIL ADDRESS** to add an email address different from your @clemson.edu address.
STEP 2 (Security)
Choose a Question from the drop-down menu.
Enter your answer.
Click SAVE to retain your changes.

STEP 3 (Security)
Enter an email address other than your Clemson email address.
Click SAVE to retain your changes.

STEP 4
To log out, Click the X icon to close your browser.
Personalizing Home Page

**Important Information:** When you log into the new PeopleSoft, the home page is blank. You can personalize your home page with pagelets (viewable subsections of your homepage) that lead you to locations you use often. You also have the option to set up favorites. You can use one or both of these features, or you can leave the home page blank and navigate via the Main Menu link.

**STEP 1**
Sign In to PeopleSoft using your Clemson user ID and password.

**STEP 2 (Content)**
Personalize your home page content by clicking Content.
**Quick Reference:**

**Personalizing Home Page And Setting Up Favorites**

**STEP 3 (Content)**

**Enter** a welcome message, which will display on your home page. 
**Click** SAVE.

**STEP 4 (Content)**

**Check** the pagelets you want to display on your home page. 
**Click** SAVE.

**Important Information:** To avoid confusion on your home page, we recommend choosing only the pagelets that are applicable to you.
Quick Reference:
Personalizing Home Page
And Setting Up Favorites

**STEP 5 (Layout)**
Click Personalize Layout to edit the look of your home page.

**STEP 6 (Layout)**
Choose the basic layout you desire. Use arrows to place pagelets in the column and in the order you prefer. Delete unwanted pagelets by clicking the Delete Pagelet button.

**STEP 7 (Layout)**
Click SAVE to retain your personalized layout.
Setting up Favorites

PeopleSoft automatically saves five most recently-used pages you've accessed in Favorites.

STEP 1 (Favorites)
Navigate to the page you want to save in Favorites.
Click Add to Favorites.
**STEP 2 (Favorites)**

Click **OK** to save the page in Favorites.

**Confirmation message will show**

The favorite has been saved.

**STEP 3 (Favorites)**

Click **Edit Favorites** to make changes to your list of favorites.
Quick Reference: Personalizing Home Page And Setting Up Favorites

STEP 4 (Favorites) Enter the Sequence number to change the order in which your favorites appear.

Select the minus button to delete a favorite.

STEP 5 (Favorites) Click SAVE after editing or deleting favorites to retain changes.
Quick Reference:
Payroll Data Entry (Paylines)

CU Payroll Data Entry (Hourly Employees)

**STEP 1**
Sign In to PeopleSoft using your Clemson user ID and password.

**STEP 2**
Navigate to Payroll for North America > Payroll Processing USA > CU Payroll Processing > Cu Payroll Data Entry.

**STEP 3**
To locate an individual, enter the Empl ID or Last Name.
To locate all employees in your security access area, enter the Pay Group.
To locate all employees in a specific department, enter the Department number.
Click Search.
Quick Reference: Payroll Data Entry (Paylines)

**Important Information:** If you are entering hours for a new hourly employee, verify all information that populates into the CU Pay Data Entry page.

**STEP 4**
Enter hours worked by employee for the current 12-month lag pay period into the Reg Hrs field.

Refer to the Pay Run Calendar for pay dates for 12-month lag employees: [http://www.clemson.edu/employment/payroll/](http://www.clemson.edu/employment/payroll/)

**STEP 5**
Select from the options the Earnings Code (LTS) for hours worked by employee for previous pay period. Enter the hours in the Other Hours field.
Quick Reference:
Payroll Data Entry (Paylines)

CU Payroll Data Entry (Salaried Employees)

STEP 1
Sign In using your Clemson user ID and password.

STEP 2
Navigate to Payroll for North America > Payroll Processing USA > CU Payroll Processing > Cu Payroll Data Entry.

STEP 3
To locate an individual, enter the Empl ID or Last Name.
To locate all employees in your security access area, enter the Pay Group.
To locate all employees in a specific department, enter the Department number.
Click Search.
**Important Information:** If you are entering hours for a new salaried employee, verify all information that populates into the CU Pay Data Entry page.

**Note: Reducing Pay**
You cannot delete a Regular Earnings row. If you need to reduce pay for an employee, do the following:
- Uncheck the OK to Pay box – this will prevent the full amount of that Reg Salary line from being paid.
- Reduce the amount being paid on a Reg Salary line by entering the negative dollar amount that will correct the amount to be paid to the employee in the Amount box under Other Earnings.

**STEP 4**
Verify Reg Salary amounts and Combination Code for each row.
CU Payroll Data Entry for Managers

**STEP 1**
Sign In using your Clemson user ID and password.

**STEP 2**
Navigate to Payroll for North America > Payroll Processing USA > CU Payroll Processing > CU Payroll Data Entry for Managers.

**STEP 3**
To locate an individual, enter the Empl ID or Last Name.
To locate all employees in your security access area, enter the Pay Group.
To locate all employees in a department, enter the Department number.
Click Search.
**Important Information:** Dual Employment payments can only be entered via CU Payroll Data Entry for Managers. All other Payroll Data Entry actions can be entered via CU Payroll Data Entry.

The Dual Employment form must be approved by the department chair, director, dean, vice president (if required), or designee, for both the requesting (secondary) agency/department and the employing (home) agency/department and forwarded to OHR for final approval.

**STEP 4**

**Click** View All and scroll to the last Regular Earnings Row. In the last Regular Earnings section, **insert** a new row by clicking the plus icon.
**STEP 5**
In the Other Earnings section of the new row, **select** the Earnings Code (DE) from the options. **Enter** the dollar amount in the Amount field. **Click** Edit Code and **enter** Combination Code. **Click** Save to retain your entry.
**STEP 1**
Sign In to PeopleSoft using your Clemson user ID and password.

**STEP 2**
Navigate to Workforce Administration > Payroll Processing USA > CU Payroll Processing > CU Special Pay.
**Quick Reference: Special Pay**

**STEP 3**
Enter one of the following to retrieve the employee record: Empl ID, Name, Social Security #, or Clemson University ID.

**Important Information:** If your search results in more than one record for the employee, be sure you select the correct record before creating a special pay. The correct record will have the current employee record number, department number and position number.

**STEP 4**
Select the appropriate check date (pay date).

**STEP 5**
Select the appropriate Special Pay Type. Complete the required information. Enter any clarifying remarks in the comments section.

**Important Information:** The Distributions amounts must equal the Amount Due.

**STEP 6**
Enter the requested information in the Distribution Information section. Click the plus icon to add additional Distribution rows. Click the minus icon to remove unwanted Distribution rows.
Quick Reference: Recurring Pay

**STEP 1**
Sign in to PeopleSoft using your Clemson user ID and password.

**STEP 2**
Navigate to Payroll for North America > Payroll Processing USA > CU Payroll Processing > CU Recurring Pay.

**STEP 3**
Select Empl ID or Last Name from the “Search by” drop-down menu. Enter the ID number or last name in the “begins with” field. Click Search.
Important Information: Before proceeding with assigning a recurring pay for a cell phone allowance, attain permissions using the Personal Communication Stipend form (see Forms in the reference section). This form must be approved by the appropriate dean, director, vice president, or designee, and forwarded to departmental human resources for processing. Employees whose duties and responsibilities require them to carry a cell phone are eligible for a communication allowance.

STEP 4A
Select the appropriate Earnings Code. (Click the magnifying glass icon for options.)
Enter the Effective Date.
Enter the End Date.
Enter the Earnings (dollar amount).
Click Edit Account Code to enter the Combination Code.

STEP 4B
Select for all fields. (Click the magnifying glass icon for options.)
Click OK.

Clicking OK will return you to the previous page. Click Save on the CU Recurring page to retain your entry.
Quick Reference: Recurring Pay

Summer Pay/Summer School

Important Information: Summer Pay and Summer School payments can be processed via Recurring Pay, but please refer to the Faculty Manual for guidance on determining pay amounts.

Note: Click the plus icon in the Effective Date section to add additional rows. Each row must have a sequential “Addl Seq #.”

Reminder:
- The account code for Summer Pay is 5053.
- The account code for Summer School is 5054.

STEP 1A
Select the appropriate Earnings Code from the options.
Enter the Effective Date.
Enter the End Date.
Enter the Earnings (dollar amount).
Enter the Goal Amount (if needed).
Click Edit Account Code to enter the Combination Code.

Clicking OK will return you to the previous page.
Click Save on the CU Recurring page to retain your entry.

Important Information: Summer Pay and Summer School payments can be processed via Recurring Pay, but please refer to the Faculty Manual for guidance on determining pay amounts.
**Regular Earnings**

**Important Information:** Regular Earnings can be used in Recurring Pay to pay intermittent employees. This feature can be used to pay intermittent employees instead of entering the payments in CU Payroll Data Entry.

**STEP 1A**
- **Select** the appropriate Earnings Code from the options.
- **Enter** the Effective Date.
- **Enter** the End Date.
- **Enter** the Earnings (dollar amount).
- **Enter** the Goal Amount.
- **Click** Edit Account Code to enter the Combination Code.

**STEP 1B**
- **Select** for all fields. (Click the magnifying glass icon for options.)
- **Click** OK.

Clicking OK will return you to the previous page. Click Save on the CU Recurring page to retain your entry.
**Quick Reference: Recurring Pay**

**Dual Employment**

**Important Information:** Dual Employment is employment and compensation in excess of the approved rate of pay for an employee's primary duties for services of any nature, regardless of whether the employment/compensation is with the home agency or a secondary agency. Additional compensation is allowed only if the services rendered are clearly not part of the employee's regular job. A signed and approved Dual Employment form must be submitted to OHR for final approval (see Forms in the Reference Section). Dual Employment payments cannot be entered in PeopleSoft until approved.

**STEP 1A**
- **Select** the appropriate Earnings Code. (Click the magnifying glass icon for options.)
- **Enter** the Effective Date.
- **Enter** the End Date.
- **Enter** the Earnings (dollar amount).
- **Enter** the Goal Amount (dollar amount).
- **Click** Edit Account Code to enter the Combination Code.

**STEP 1B**
- **Select** for all fields. (Click the magnifying glass icon for options.)
- **Click** OK.

Clicking OK will return you to the previous page. Click Save on the CU Recurring page to retain your entry.
Quick Reference: PaySheet Report

STEP 1
Sign In to PeopleSoft using your Clemson user ID and password.

STEP 2
Navigate to Payroll for North America > Payroll Processing USA > CU Payroll Processing > CU PaySheet Report.
**Important Information:** If you do not have a Run Control ID, you will need to add one. Step 3 walks new users through adding a Run Control ID. Once added, your initials will serve as your ID. Users with existing IDs skip to step 4.

**STEP 3 (For New Users)**
- **Click** Add a New Value if you have never created a PaySheet Report.
- **Enter** your initials in Run Control ID.
- **Click** Add.
- **Click** Find an Existing Value to run a PaySheet Report.

**STEP 4**
- **Enter** your Run Control ID (ID = your initials) in the “Run Control ID begins with” field.
- **Click** Search.
Quick Reference: PaySheet Report

**STEP 5**

**Enter** your Report Request Parameters. (See parameter information below.)

**Click Run.**

**Parameter Information:** You can enter some or all of the Report Request Parameters. Each additional parameter will further refine the report.

- If you leave all of the fields blank, the PaySheet Report will show all of the employees in the departments for which you have security access.
- Entering a department number will limit the PaySheet Report to employees in that department.
- Entering a Pay Group will limit the Paysheet Report to employees in that specific pay group.
- Entering “Y” in the OK to Pay box will limit the Paysheet Report to employees who are designated OK to Pay in Payroll Data Entry.
- Clicking “Only want updated records” will limit the Paysheet Report to employees you’ve updated in Payroll Data Entry.
**STEP 6**
Check "PaySheet report" when the Process Scheduler Request page appears. **Click OK.**

**STEP 7**
Click Details when the Run Status shows Success and the Distribution Status shows Posted.

Clicking “Refresh” will update the run status and distribution status as the report generation progresses.
**STEP 8**

Click View Log/Trace to generate the PDF PaySheet Report. See next page for View Log/Trace screen shot.
**Quick Reference: PaySheet Report**

**STEP 9**
Click the PDF link to upload the report.

**STEP 10**
Click the blue down arrow in your menu bar to view the report.

---

### View Log/Trace

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<td>799350</td>
<td>PAY604CU</td>
<td>SQR Report</td>
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<tr>
<td></td>
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**PaySheet report Distribution Details**

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### File List

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<th>Datetime Created</th>
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### Distribute To

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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>KCBURGE</td>
</tr>
</tbody>
</table>
STEP 11
Select File then Save As to save the PaySheet Report to a file or to your desktop.
Select File then Print to print a copy of the Paysheet Report.
General Questions

Why is the University upgrading to PeopleSoft 9.2 and adopting a new hiring system called Tiger Talent?

The University is upgrading both its hiring process and CUBS-HR to better align with the University’s strategic 2020 goals.

CUBS-HR is being upgraded to the most current version of PeopleSoft so the University will be able to provide the following:

- Advanced information security
- Additional functionality, including paycheck modeling, employee profiles and a user-friendly experience for applicants
- Advanced support for continuous improvement efforts, including system updates to critical areas such as payroll taxes
- A reduction of downtime for servicing the system

Hiring process changes were in response to the needs of hiring managers and OHR liaisons. Prior to the upgrade, the hiring process was not well-defined, lacked visibility and was overly drawn out. Tiger Talent addresses these concerns. During the pilot phase of Tiger Talent, pilot groups realized a 75.5 percent reduction in lead times for requests to hire and a 71.4 percent increase in requests to hire processed without any interruptions in the process.

Will my security access change?

No. Security will remain unchanged after the upgrade.

I do data entry or run reports for payroll as part of their job. Will I need training to handle the changes after the upgrade?

Yes. Training sessions will be held in November and December for those who conduct data entry or run reports for payroll. Special Notes for those doing data entry: 1) While basic functionality will not change, navigation within the system will change. 2) When the system is down for the upgrade (Dec. 10 through Dec. 14), you will not be able to access CU Payroll Data Entry, CU Special Pay, Recurring Pay, the Pay sheet Report, and the Pay Sheet for Department Use Query. The system is scheduled to be back up on December 14, in time for you to process your payroll for the December 31st payday. Please anticipate an email from the payroll administrator when the system is back up and ready for use.

Is there a period of time during which I should avoid entering transactions in the system? When is that?

Yes. You will be unable to complete any transactions during the upgrade. There will be view only access to PeopleSoft 9.0 until PeopleSoft 9.2 goes live. If necessary, you can enter your transaction retroactively after PeopleSoft 9.2 goes LIVE to establish effective dates between December 10th and December 14th.
Frequently Asked Questions (FAQs) for Department Administrators

Will I be able to view my position description in PeopleSoft?
Please see your HR partner for a copy of the position description. PeopleSoft does not provide for viewing position descriptions.

What does ACA stand for?
ACA stands for the Affordable Care Act.

Will my queries be available in the new PeopleSoft system?
If you ran a PeopleSoft query in the past 12 months, that query will be moved to your upgraded version of PeopleSoft.

Tiger Talent Questions

I keep hearing about the request phase. What exactly is that?
The request phase was formerly known as the pre-hire phase. It is the first phase of the hiring process and includes the following actions: assessing the need for the position, submitting the request to recruit form, and acquiring required approvals.

Where do I find the cost and what is included in each of the advertising packages in Tiger Talent?
If you click the question mark, you can access the entire Recruitment Advertising Guide and explore both pricing and what is included in each advertising package.

Can vice presidents and others access Tiger Talent too?
Yes. Vice presidents and others have access to worklists, so they can view requests.

What if I need help when I am inside Tiger Talent?
Training documents and FAQs are located under the help tab if you need help.

Is a compensation market analysis done for every position that is recruited?
Yes. A market analysis is required for all positions requested via Tiger Talent.

Can I enter the maximum budgeted amount instead of the top of the state pay band when I create a new hire request?
Yes. You can enter the maximum budgeted amount.

Approvals Questions

Who will approve transactions in Tiger Talent, and will I have the ability to add approvers?

Staff Hires: For each request to recruit, there will be two levels of approval in your division. These will be 1) the hiring manager’s supervisor and 2) that supervisor’s supervisor.
Approved cannot be added to Tiger Talent for any staff hire, so it is important that the hiring manager of record establish defaulted approvers (hiring manager’s supervisor and supervisor’s supervisor) who represent the true levels of authority listed on the area’s organizational chart.

**Faculty Hires:** For each request to recruit, there will be two automatic levels of approvals. These will be the hiring manager and the business manager. Additionally, the submitter can add as many as five ad hoc approvers when the request to recruit is created. Thus, a total of seven approvers is possible. **Note:** The overall speed to post a position is slowed with each additional approver.

**Why are there only two approvers now?**

Tiger Talent was created collaboratively by the Office of Human Resources, a pilot group and the Lean Office to improve one of the University’s most critical processes - the hiring process. Major improvements were a 75.5 percent reduction in lead time for requests to hire and a 71.4 percent increase in requests to hire processed without any interruptions in the process. Reducing the number of approvers was a key to these improvements. Also, a lean analysis revealed that two levels of approvals 1) was consistent with the industry standard, and, 2) pinpointed the area where the true accountability resides.

**When establishing the two levels of approvers, how important is listing the correct hiring manager?**

Listing the correct hiring manager is **very important**. Based on a properly listed hiring manager, the system automatically pulls information on authority levels from organizational charts and populates the request with the hiring manager’s supervisor and the supervisor of the supervisor. Therefore, these two positions are listed as approvers automatically. Consequently, if the hiring manager is not the supervisor of the requested new hire, the system will populate the request with the wrong approvers.

**Recruitment Questions**

**Will queries I am used to using still be available after the PeopleSoft 9.2 upgrade?**

All queries run in the past 18 months can still be accessed after the PeopleSoft 9.2 upgrade. The **Query Manager** feature will function just as it did before the upgrade.

**Will I be able to view previous job requisitions after the upgrade to PeopleSoft 9.2?**

Yes. After the upgrade to PeopleSoft 9.2, you will be able to access previous searches, postings, etc.

**How should I contact an applicant to set up an interview schedule?**

Applicants should be contacted by phone or email to schedule an interview prior to scheduling in PeopleSoft, which should be done only to confirm agreed upon times and locations for scheduled interviews.
Frequently Asked Questions (FAQs) for Department Administrators

**Am I obligated to interview someone if SkillSurvey returns a bad review from one or more of the references?**

If the bad review is in reference to a strong candidate, you are encouraged, but not obligated, to interview the candidate and ask specific questions related to that reference, offering an opportunity to explain.

**What messages can applicants expect during the application process?**

An applicant can expect the following communications during the application process:

- Confirmation that the application was received (submitted)
- Notification that the application was forwarded to the manager for review, if applicable
- Notification that the applicant has been selected/scheduled for interview, if applicable
- Notification that the candidate has a job offer pending, if applicable
  - Confirmation of the candidate’s acceptance/rejection of the job offer, if applicable
- Notification, after the position is filled, that the candidate was not selected for the job, if applicable

**What communications does an applicant receive during the interview process?**

Applicants chosen for interviews are notified of their scheduled interview appointment and will be sent an electronic meeting invitation that can be loaded to a calendar.

**If we choose to interview a candidate who has applied for other Clemson University positions with the same job title and a SkillSurvey has already been completed for the person, do we need to request another survey?**

Candidates need to be informed of the need to have references completed. If a candidate’s references are relatively new and for the same job, they may be used again. Candidates may choose to update their references or choose different references based on the job for which they are applying. If a candidate would like to use the same SkillSurvey reference set, the candidate should convey that information to the hiring manager.

**Hiring Questions**

**Can offer letters be created, approved and accepted right inside PeopleSoft 9.2?**

Yes. All of these processes are built in to the system and are ready to use. PeopleSoft 9.2 has system-generated offer letters for every type of employee hired at Clemson University. HR partners will be instrumental in preparing offer letters. Standardizing the work has the advantage of reducing time and providing an institutional quality check.
Can an offer letter be created on a college’s/department’s letterhead?

Yes. The system-generated offer letter can be downloaded, printed on your letterhead, and then uploaded into PeopleSoft 9.2 so that the candidate can accept the offer via the system.

After the upgrade to PeopleSoft 9.2, how do I enter a transaction that has an effective date prior to the upgrade?

This situation is rare, so please work with your HR partner and database expert; they will provide guidance based on the specific situation.

Will the process for tracking ACA override types change?

Yes. HR partners will now enter override types directly into the ACA field in CUBS. Consequently, the process of creating spreadsheets and delivering them to others in OHR will be discontinued.

Will monthly spreadsheets still be sent for ACA types?

No. The last spreadsheet for ACA types will be sent to the Benefits team by January 5, 2016.

Will the new version of PeopleSoft allow the use of screening questions to help qualify candidates?

The same basic screening questions are asked for all candidates applying through PeopleSoft. The hiring department can add additional screening questions specific to the job. To add screening questions, please work with your HR partner.

Who can complete the interview evaluations for candidates in PeopleSoft, and how is an evaluation completed?

Only one interview evaluation in PeopleSoft is required for each candidate interviewed. It is requested that the hiring manager or HR partner complete the interview evaluation.

Are hiring managers required to use SkillSurvey for reference checks?

Clemson University requires a reference check on every candidate being offered a job except those being hired into intermittent positions. (Reference checks for intermittent employees are recommended, but not required.) While SkillSurvey is strongly encouraged, it is not required at this time.

What is the process in PeopleSoft 9.2 if you are hiring from an underutilized group?

Users will experience no change in the process of hiring from an underutilized group between the old and new version of PeopleSoft.

When should I begin the background check process?

Begin the background check process once you have made the decision to offer a position to an external candidate. A background check must be initiated before an employment offer
Frequently Asked Questions (FAQs) for Department Administrators

Can offers be made to a candidate. Offers made prior to the satisfactory completion of the background check are required to be “contingent upon a successful background check.”

**Can I print an offer letter on my department’s letterhead?**

Yes. The offer letter generated in PeopleSoft can be copied and pasted to an official Clemson University college/division letterhead.

**If I am rehiring a previous Clemson employee, will the individual need to complete a new I-9 form?**

When rehiring a previous Clemson employee, a new I-9 is required if there is a break in employment. If the employee is terminated and rehired the next business day, a new I-9 is not required.

**What is included in the background check?**

All Clemson University background checks include county, state and federal criminal history searches along with sex offender registry check. A default student loan check (credit check) is completed for all employees per the South Carolina state law requirement. A motor vehicle record check and education degree search may be completed on a candidate if required for the job.
Resources

Policies and Procedures:

Clemson University Policies and Procedures Manual

Related Forms:

HR Professionals Webpage

Systems:

PeopleSoft/CUBS

Please send requests for additional information to Ask-HR.